University of the
West of England

ARC

PEP user guide

Version 1.0

Contents

About this User Guide 2

Who this guidance is for 2

The purpose of this guidance 2

How to use the guide 2

Further help and support 2

Welcome to ARC PEP 3

About ARC PEP 3

Background information 3

Benefits of ARC PEP 4

ARC PEP 5

Logging into ARC PEP 5

Changing your password 8

Help 10

Viewing current PEP information 11

Editing and adding information 13

Saving changes in ARC PEP and transferring changes to ARC POW 14

ARC PEP Content 19

Further information 45

FAQ 45

About this User Guide

Who this guidance is for

This User Guide is aimed at all ARC PEP users i.e. Placement Education Facilitators/Leads, Key Mentors, Ward Managers.

The ARC PEP (Placement Environment Profile) application stores information, advice and guidance specific to individual Placements for students from the Faculty of Health and Applied Science (HAS) at UWE Bristol University i.e. Adult, Child and Mental Health Nursing, Midwifery, and Allied Health Professions students.

All ARC PEP users should attend an ARC PEP Learning Workshop or receive training prior to using ARC PEP. This can be arranged through your Placement Education Facilitator/Lead who will also arrange access to the application.

The purpose of this guidance

This User Guide assists ARC PEP users to view and amend the ARC PEP profile and report on student placements.

How to use the guide

This User Guide contains information about ARC PEP – its use and benefits for ARC PEP users. It contains overviews and step-by-step guidance.

ARC PEP users are advised to initially read all sections to understand the purpose and value of ARC PEP, and enter quality information required for effective student preparation for professional placements.

Further help and support

Please email ARCPEP@uwe.ac.uk if you experience any technical problems or if functionality differs from this guide.

Please contact your organisation's Education Facilitator/Lead if you wish to discuss specific students allocated to a placement.

Welcome to ARC PEP

About ARC PEP

ARC PEP is part of a suite of applications which manages student professional placements. It links to the ' ARC database', which records and collates data regarding UWE Bristol HAS (Health and Applied Science) students and their professional placements and ARC POW which provides students with details about the placements in which they will perform the professional practice elements of their degree courses.

The software was designed by ARC Technology Ltd., established in 1990 to develop professional placement software for Higher Education.

Background information

In 2014/15 UWE Bristol's Professional Placement Office (PPO) team manage around 7,600 individual student professional placements, of which around 6,600 are nursing and health. Since 2007 placement provider staff provided placement information in paper format and electronic documents. Placements were informed that students had been placed with them via an 'Allocations Report's sent in the post. In 2014 the PPO team gave placement providers direct access to the ARC PEP application; to update placement profile information and view placement specific data regarding students allocated. In 2015 placements were advised by email that students had been allocated and advised to access up to date information via the ARC PEP application.

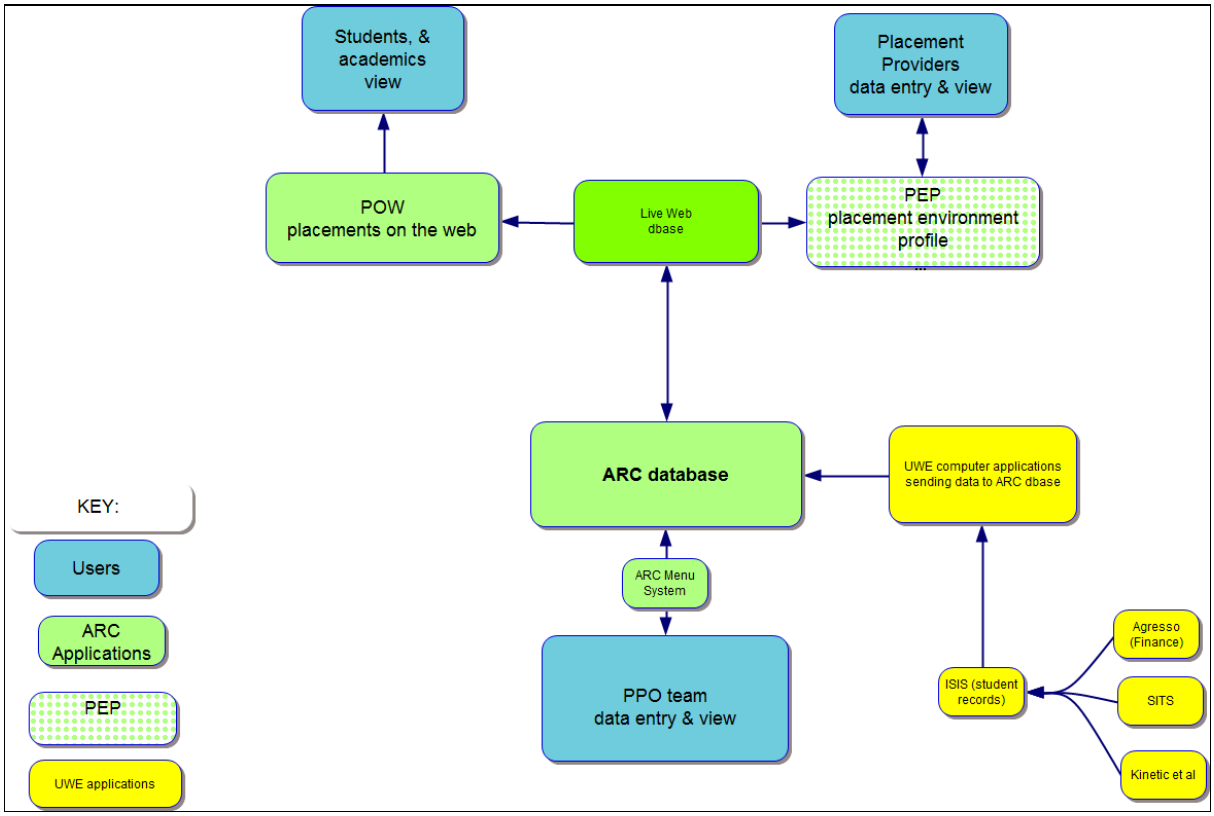
UWE Bristol uses a range of software and databases to record information on students. ARC Technology software is used to manage information provided by placement provider Trusts and organisations and the HAS student professional placements, allocating students to placement opportunities.

Some information is available online over the internet to ARC users outside of UWE:

- ARC PEP (Placement Environment Profile) is the application that staff within the organisations that provide professional placements use to view/edit Profile information.
- ARC POW (Placements on the Web) is the application that students and academic staff use to view placement information.

Screen shot 1 (below) shows how ARC PEP and ARC POW link to professional practice databases and student records:

Screen shot 1 - How ARC PEP and ARC POW link to professional practice data systems



Benefits of ARC PEP

Users can directly communicate placement information to students so they can prepare effectively for professional placement – clarifying expectations and preventing miss-understandings to facilitate a productive and rewarding placement experience for placement provider staff and students.

Users have online access to screen enquiries and reports detailing when students commence and complete placement. The data is updated overnight Monday to Friday. Allocations' reporting is more consistent and efficient.

Typically, students access the profile information six weeks before placement commencement. This gives students and placement provider staff ample time to prepare, and UWE Bristol's Professional Placement Office (PPO) opportunity to resolve any issues.

Users are alerted to initial placement allocations and any subsequent changes automatically by email. They can then view details on line or run reports.

Users save time using ARC PEP to provide and use placement information.

ARC PEP

Logging into ARC PEP

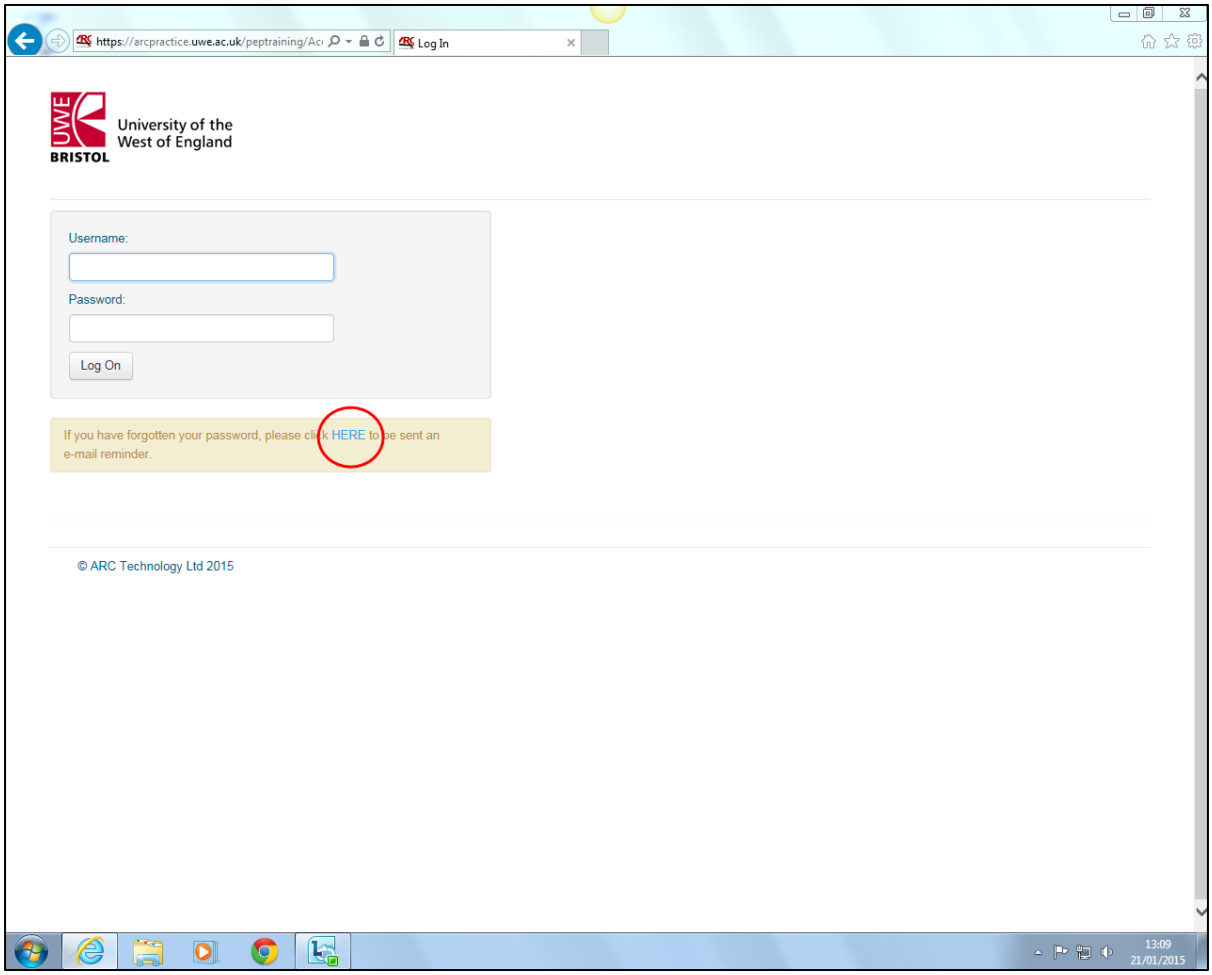
ARC PEP is a password protected web-based application, url: arcpractice.uwe.ac.uk/pep

ARC PEP users will have access to either view and/or edit Placement Profile information and view data about students allocated to their placement.

To access the live ARC PEP web-site:

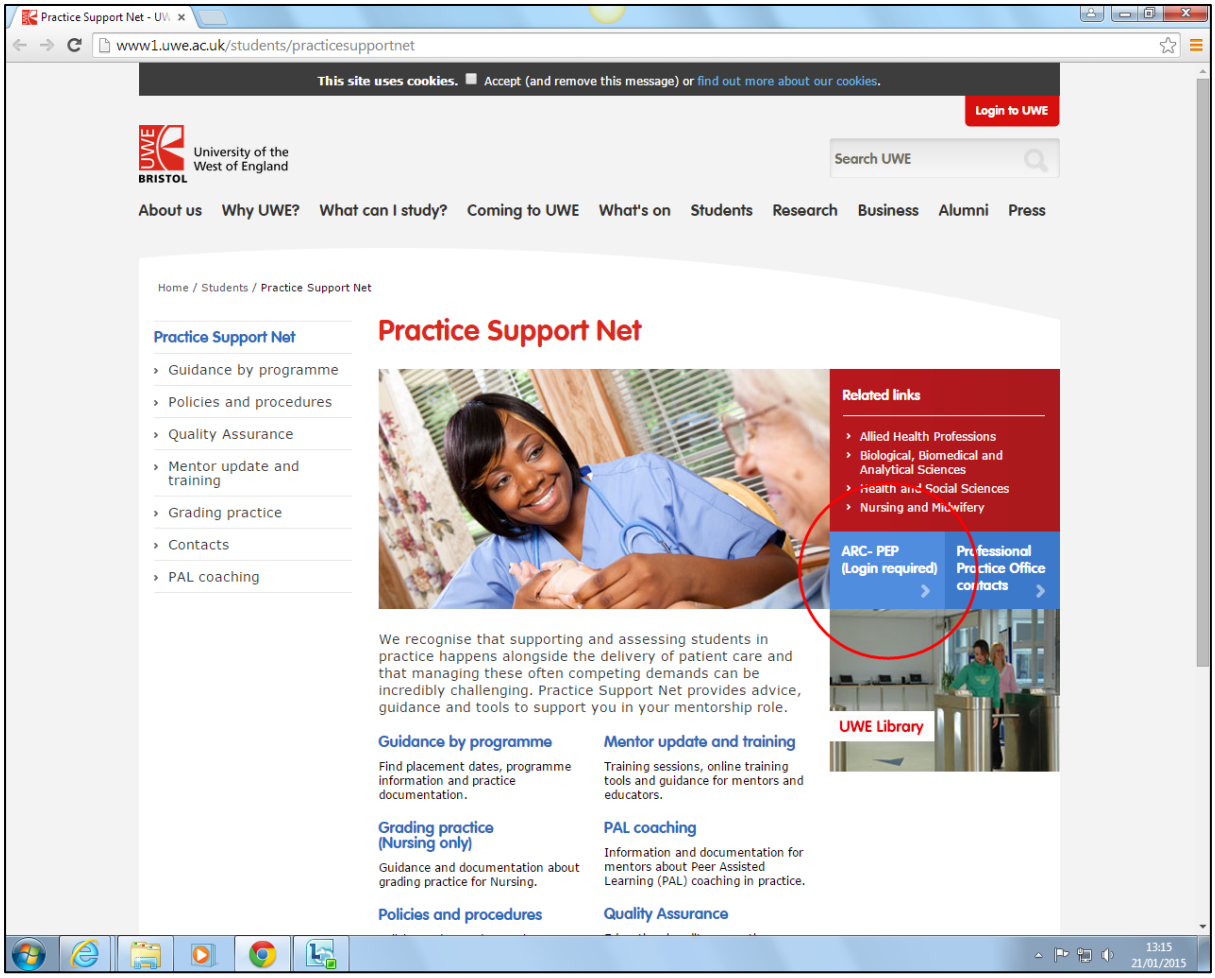
- Type the live PEP url “arcpractice.uwe.ac.uk/pep” directly into your web browser’s address bar and press the ‘Enter’ key, which will take you to the log in page (see screen shot 2 below).
- It is not recommended to use a web browser such as Google or Bing as it’s often unsuccessful.

Screen shot 2 - ARC PEP log in page



- You can also go to the UWE Practice Support Net web-site (see screen shot 3 below) and click on the ARC PEP (log in required) link, which will take you to the arcpractice.uwe.ac.uk/pep log in page (see screen shot 2 above).

Screen shot 3 - UWE Practice Support Net home page and ARC PEP log in page link


Practice Support Net - UW
www1.uwe.ac.uk/students/practicesupportnet
This site uses cookies. Accept (and remove this message) or find out more about our cookies.
Login to UWE
University of the West of England
BRISTOL
Search UWE
About us
Why UWE?
What can I study?
Coming to UWE
What's on
Students
Research
Business
Alumni
Press
Home / Students / Practice Support Net
Practice Support Net
Guidance by programme
Policies and procedures
Quality Assurance
Mentor update and training
Grading practice
Contacts
PAL coaching
Practice Support Net
Related links
Allied Health Professions
Biological, Biomedical and Analytical Sciences
Health and Social Sciences
Nursing and Midwifery
ARC- PEP (Login required)
Professional Practice Office contacts
UWE Library
We recognise that supporting and assessing students in practice happens alongside the delivery of patient care and that managing these often competing demands can be incredibly challenging. Practice Support Net provides advice, guidance and tools to support you in your mentorship role.
Guidance by programme
Find placement dates, programme information and practice documentation.
Mentor update and training
Training sessions, online training tools and guidance for mentors and educators.
Grading practice (Nursing only)
Guidance and documentation about grading practice for Nursing.
PAL coaching
Information and documentation for mentors about Peer Assisted Learning (PAL) coaching in practice.
Policies and procedures
Quality Assurance
13:15
21/01/2015

You can save the ARC PEP log in page for ease and speed of access by either:

- Right mouse click on the open log-in page, click on create shortcut, click 'yes' to send a shortcut to your desktop, or
- Right mouse click on the open log-in page, click on add to favourites, type name for page then click 'add'.

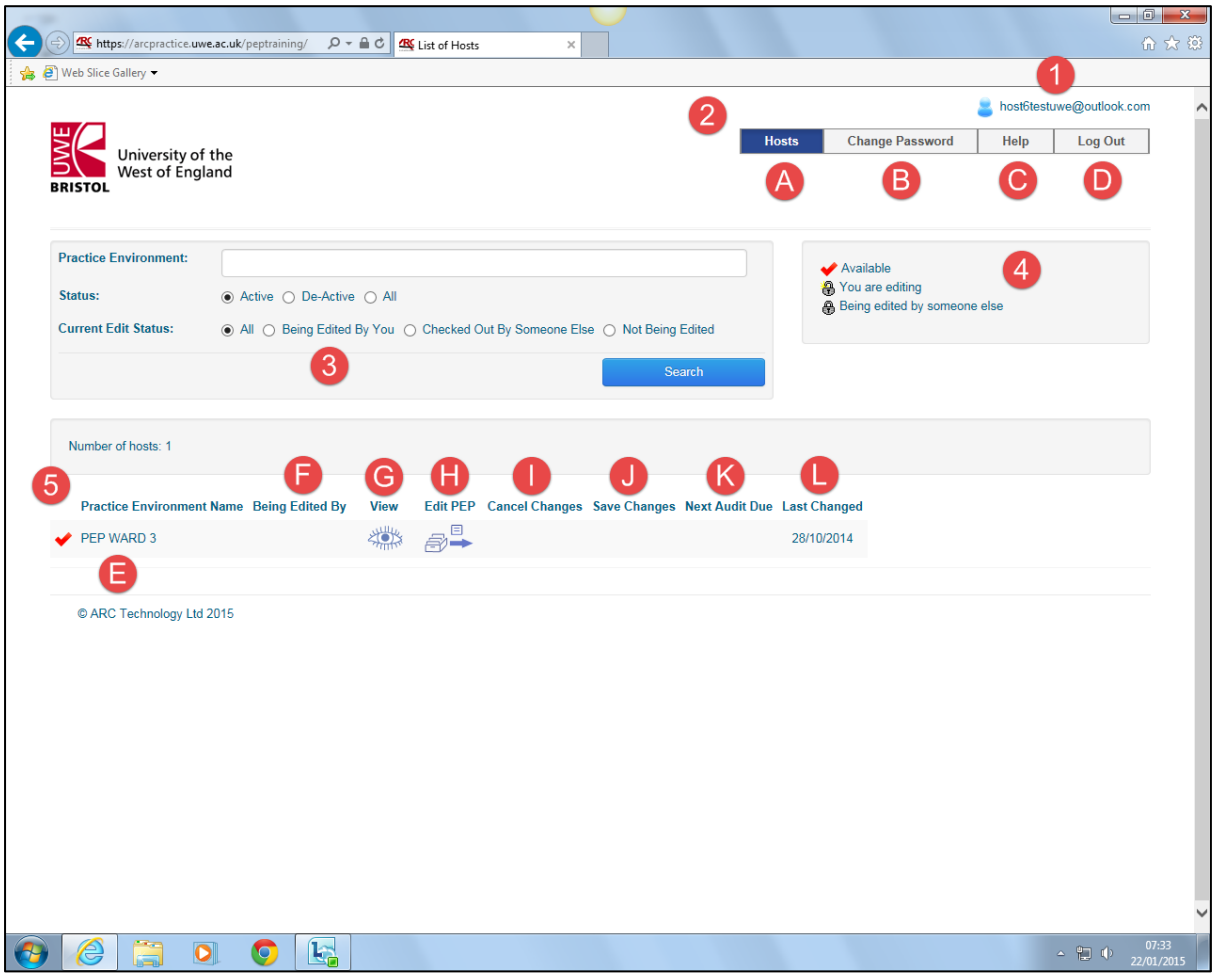
Referring to Screen shot 2 above, to log in:

- Username: Your e-mail address within your organisation.
- Password: Issued at the ARC PEP Learning Workshop or by your Placement Education facilitator.
- Forgotten Password: Click on the 'HERE' link (circled red).

When you click on the 'HERE' link a new password will be sent to your work e-mail address. It is therefore important to keep our contact details for you up to date, so please inform your Placement Education Facilitator ASAP if your work e-mail or telephone number(s) change.

On logging into ARC PEP you will be taken to the 'Hosts' screen page, which is effectively the home page for ARC PEP (as shown in screen shot 4 below):

Screen shot 4 - Hosts Screen



ARC PEP contains a number of screens and fields to hold practical information for placement students, e.g. information about your Trust/organisation, dress code, travel and facilities. Information is organised under different page tabs/sections and fields, with toolbars and buttons to help users navigate the application.

Please refer to the annotated screen shot 4 above of the Hosts screen page:

1 PEP user's username (work e-mail address).

2 Hosts toolbar.

A. As we are viewing the Hosts screen the Hosts button is filled dark blue.

B. Change Password button. You should change the password as soon as possible after receiving it during your ARC PEP Learning Workshop (see below).
C. Help button (see below).
D. Log Out button. Use this every time you end your PEP session and not the red X in the top right hand corner of the web page.

3 Search field is used by Trust or Organisation Placement Education Facilitator(s) to access all placements within their Trust or Organisation. Other users do not need to use this field. Once they have logged into PEP their specific placement name(s) will be shown in the Placement toolbar, in this case "PEP Ward 3".

4 Status field indicates the currently active PEP status. The red tick symbol will be visible to the left of the relevant active status. In this example, the status indicates the PEP is available to the user to either View or Edit. This will differ if you log in to the PEP while it is already being viewed or edited by another PEP user.

5 Placement toolbar shows the Placement(s) that the PEP user has access rights to.

E. In this case the user has access rights to the "PEP Ward 3" placement. If the user has access rights to more than one placement then each will have a separate row.
F. If at the time of accessing the PEP another user were editing it then the other PEP user's name would be shown and the Status field would show a red tick next to "Being edited by someone else".
G. The eye View icon button enables the user to look at PEP information but not make any changes. Some PEP users only have viewing rights.
H. The filing drawer and arrow Edit icon button enables users to edit and make changes to current profile information (see below).
I. The Cancel Changes icon is not available in this example as there are no unsaved PEP changes since the PEP was last edited (see below).
J. The Save Changes icon is not available in this example as there are no unsaved PEP changes since the PEP was last edited (see below).
K. The date by which the next Placement Audit is due. This information will be updated in due course.
L. The date on which PEP changes were last made, in this case "28/10/2014".

Changing your password

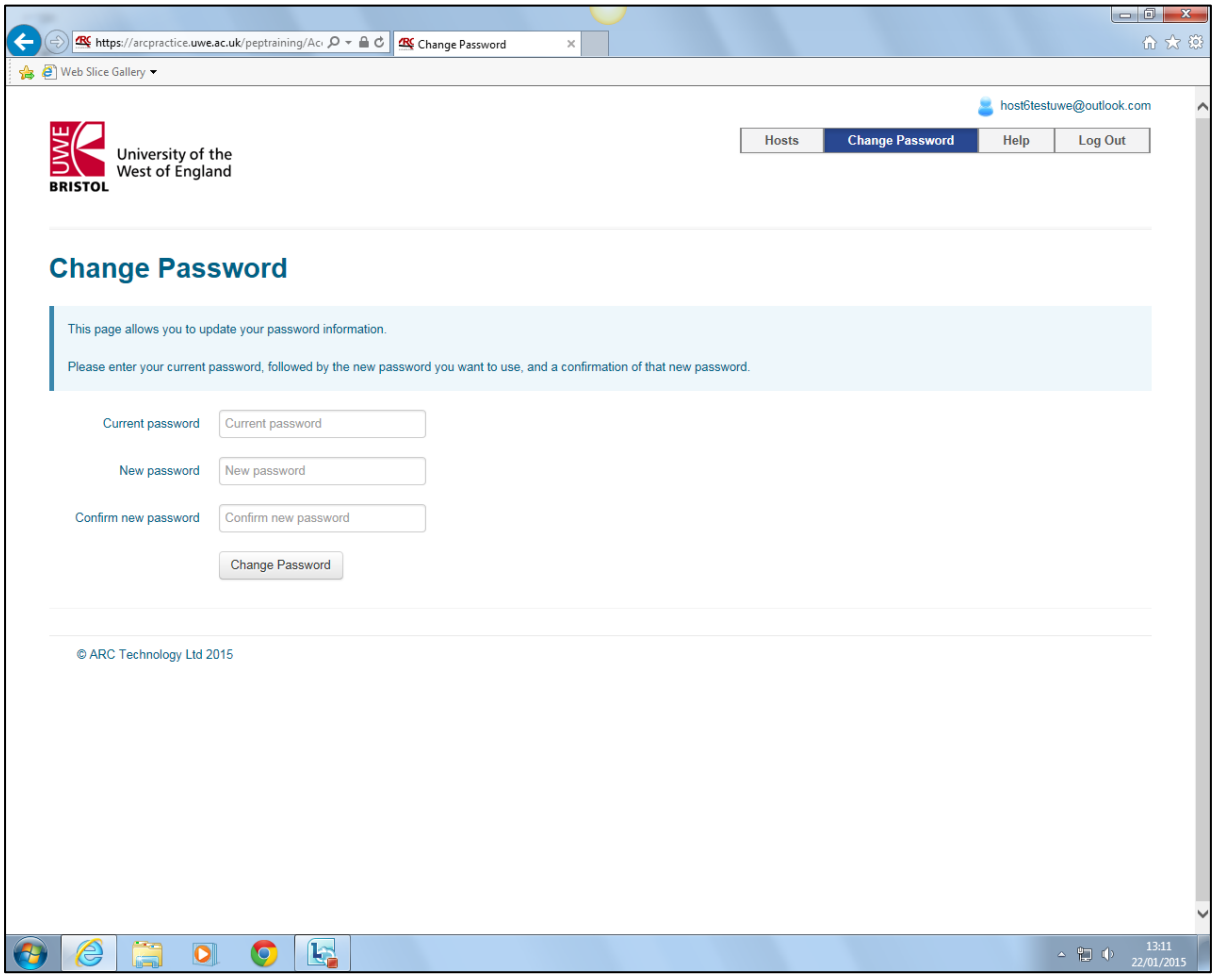
You should and may have already changed your password from the one given to you during your ARC PEP training to something more memorable. If not please follow the steps below. You will not need to regularly change your password, and should keep it safe and not let anyone else use it.

- Access the PEP log-in page (see screen shot 2 above) by typing the following url into your web browser: "arcpractice.uwe.ac.uk/pep".

- Use your current password to log in to your PEP and go to the Hosts screen page (see screen shot 4 above).

- Go to the Hosts toolbar and click once on the Change Password button (labelled ‘B’), which will take you to the screen below (see screen shot 5 – Change Password).
- Enter your current password once, followed by your chosen new password twice to confirm it. The following message will be displayed in green just above the main toolbar: “Change successfully made”.

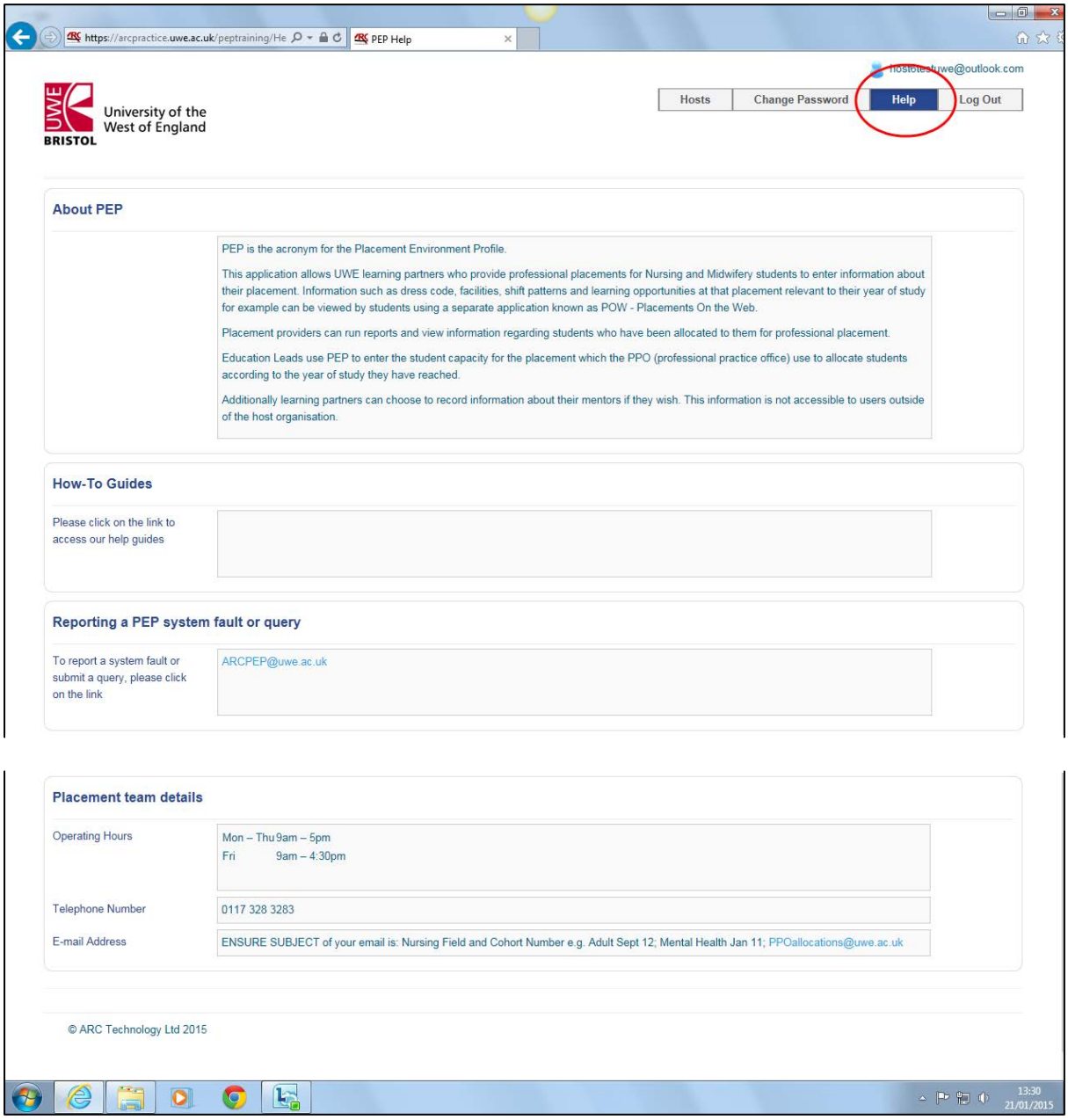
Screen shot 5 – Change Password screen



Help

A range of helpful information for ARC PEP users can be found by going to the Hosts toolbar and clicking on the Help button (circled red in screen shot 6 below), which will take you to this screen:

Screen shot 6 – Help screen


https://arcpractice.uwe.ac.uk/peptraining/He
PEP Help
University of the West of England
BRISTOL
Hosts
Change Password
Help
Log Out
About PEP
PEP is the acronym for the Placement Environment Profile.
This application allows UWE learning partners who provide professional placements for Nursing and Midwifery students to enter information about their placement. Information such as dress code, facilities, shift patterns and learning opportunities at that placement relevant to their year of study for example can be viewed by students using a separate application known as POW - Placements On the Web.
Placement providers can run reports and view information regarding students who have been allocated to them for professional placement.
Education Leads use PEP to enter the student capacity for the placement which the PPO (professional practice office) use to allocate students according to the year of study they have reached.
Additionally learning partners can choose to record information about their mentors if they wish. This information is not accessible to users outside of the host organisation.
How-To Guides
Please click on the link to access our help guides
Reporting a PEP system fault or query
To report a system fault or submit a query, please click on the link
ARCPEP@uwe.ac.uk
Placement team details
Operating Hours
Mon – Thu 9am – 5pm
Fri 9am – 4:30pm
Telephone Number
0117 328 3283
E-mail Address
ENSURE SUBJECT of your email is: Nursing Field and Cohort Number e.g. Adult Sept 12; Mental Health Jan 11; PPOallocations@uwe.ac.uk
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13:30
21/01/2015

If you think there is a fault with ARC PEP, which is not due to your organisation's IT system, email a description of the problem to: ARCPEP@uwe.ac.uk

Contact your Placement Education Facilitator if you have any concerns prior to a student starting their placement. If they are unavailable then:

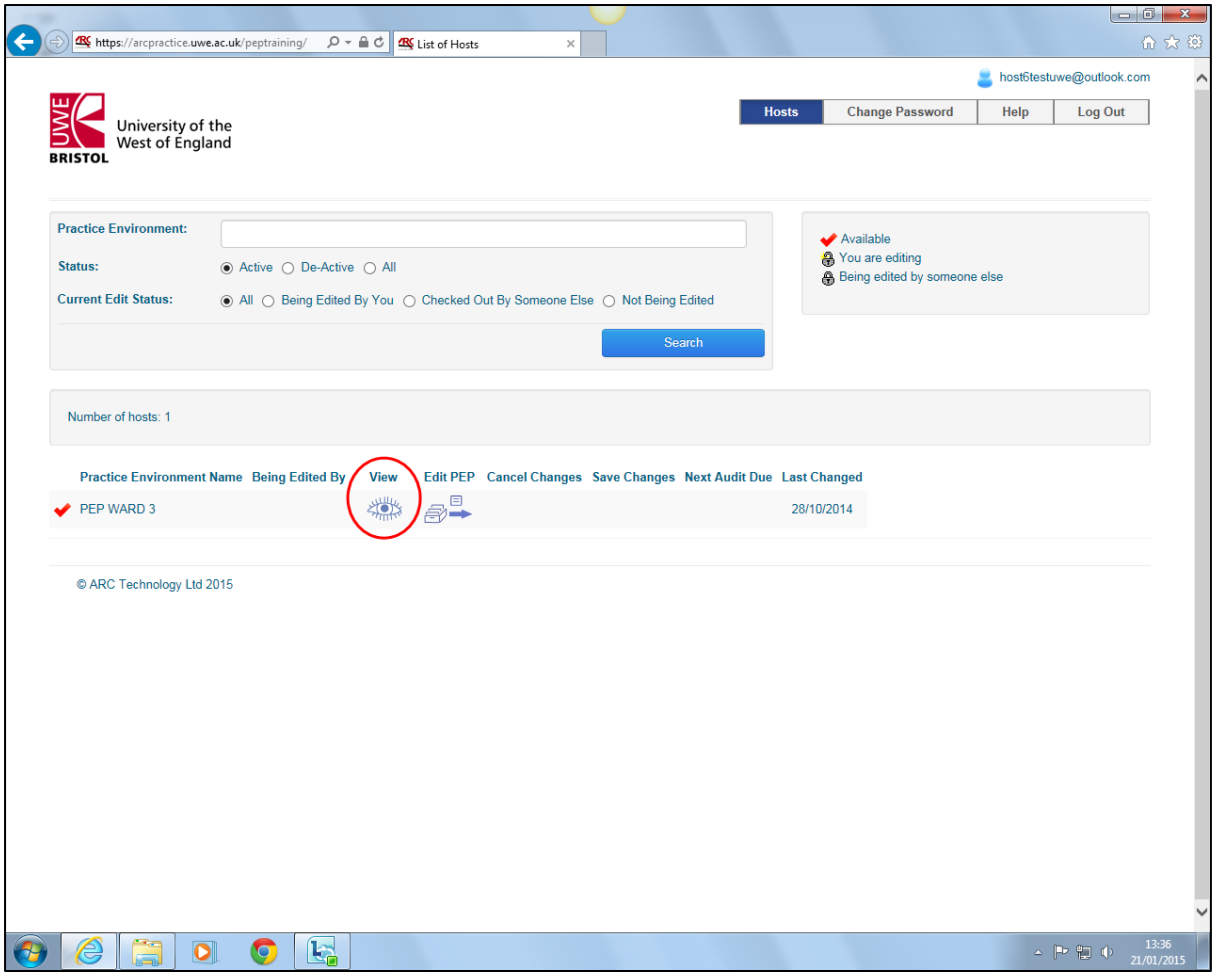
- Telephone the UWE PPO on 0117 328 3283, Team Monday to Thursday 9am to 5pm or Friday 9am to 4:30pm, or
- E-mail the UWE PPO Team on PPOallocations@uwe.ac.uk Ensure you write the Nursing Field and Cohort Number in the email subject field so it can be quickly communicated to the appropriate person, e.g. Adult Sept 12.

Viewing current PEP information

To view PEP information:

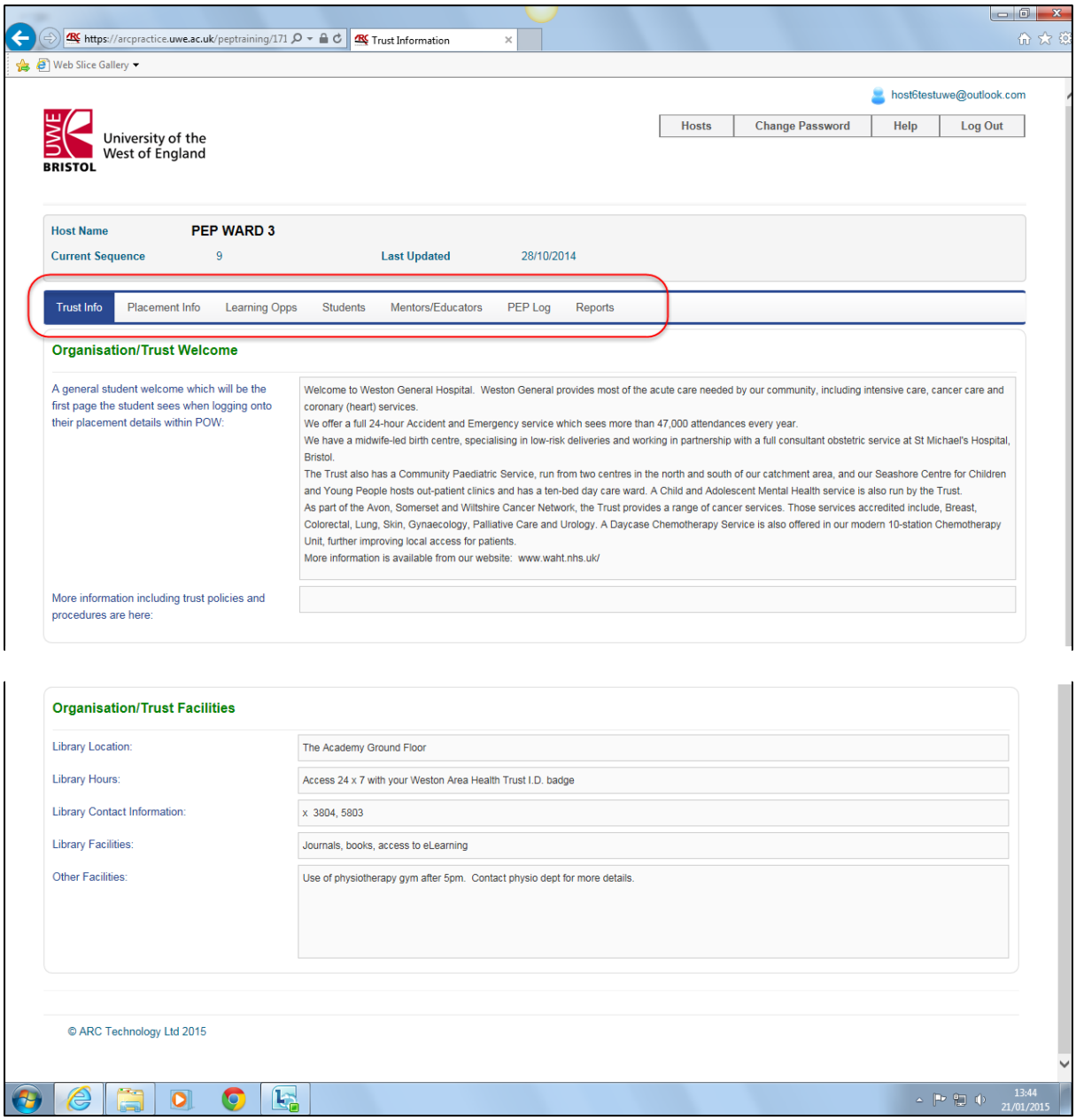
Log into PEP and go to the Hosts screen. In the Placement toolbar, click on the 'eye' View icon (circled red in screen shot 7 below).

Screen shot 7 – Hosts screen and View button



You will be taken to the Trust Info screen (screen shot 8 below) with additional toolbars and page tab screens.

Screen shot 8 – PEP Content and Trust Info screen


https://arcpractice.uwe.ac.uk/peptraining/171
Trust Information
Web Slice Gallery
host6testuwe@outlook.com
University of the West of England
BRISTOL
Hosts
Change Password
Help
Log Out
Host Name
PEP WARD 3
Current Sequence
9
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Organisation/Trust Welcome
A general student welcome which will be the first page the student sees when logging onto their placement details within POW:
Welcome to Weston General Hospital. Weston General provides most of the acute care needed by our community, including intensive care, cancer care and coronary (heart) services.
We offer a full 24-hour Accident and Emergency service which sees more than 47,000 attendances every year.
We have a midwife-led birth centre, specialising in low-risk deliveries and working in partnership with a full consultant obstetric service at St Michael's Hospital, Bristol.
The Trust also has a Community Paediatric Service, run from two centres in the north and south of our catchment area, and our Seashore Centre for Children and Young People hosts out-patient clinics and has a ten-bed day care ward. A Child and Adolescent Mental Health service is also run by the Trust.
As part of the Avon, Somerset and Wiltshire Cancer Network, the Trust provides a range of cancer services. Those services accredited include, Breast, Colorectal, Lung, Skin, Gynaecology, Palliative Care and Urology. A Daycase Chemotherapy Service is also offered in our modern 10-station Chemotherapy Unit, further improving local access for patients.
More information is available from our website: www.waht.nhs.uk/
More information including trust policies and procedures are here:
Organisation/Trust Facilities
Library Location:
The Academy Ground Floor
Library Hours:
Access 24 x 7 with your Weston Area Health Trust I.D. badge
Library Contact Information:
x 3804, 5803
Library Facilities:
Journals, books, access to eLearning
Other Facilities:
Use of physiotherapy gym after 5pm. Contact physio dept for more details.
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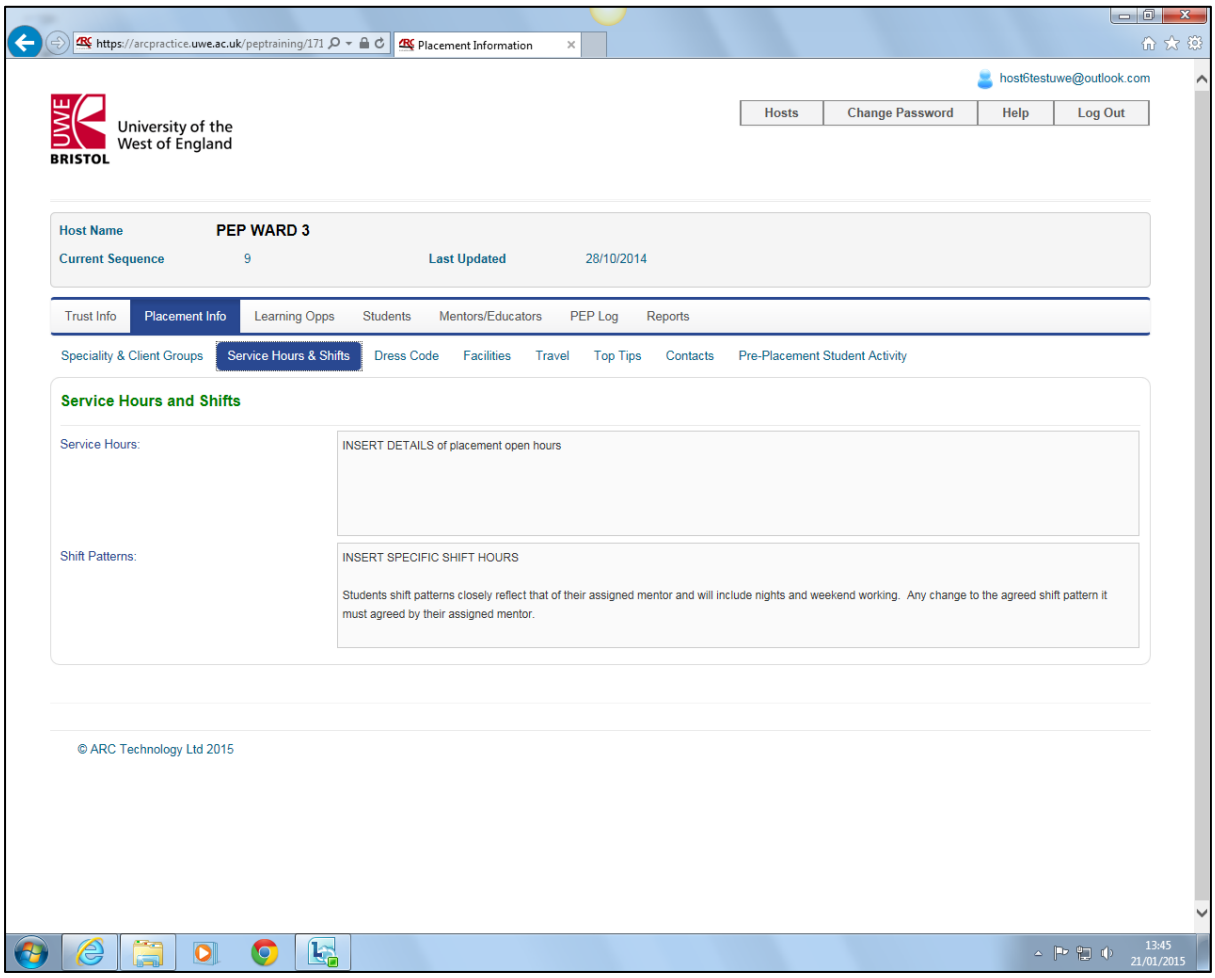
13:44
21/01/2015

Click on the various PEP toolbar screen tabs to view information on those screens and fields (circled red in screen shot 8 above). As an example, to view information on 'Service Hours':

- From the Hosts screen go to the Placements toolbar and click on the view icon to access your PEP.
- In the PEP toolbar click on the Placements Info screen tab (which will then be filled dark blue).

- Click on the Service Hours and Shifts screen tab to view the Service Hours field (see screen shot 9 below).

Screen shot 9 – Placement Info: Service Hours & Shifts



See the section ARC PEP Content below for more detailed guidance on PEP screens and fields.

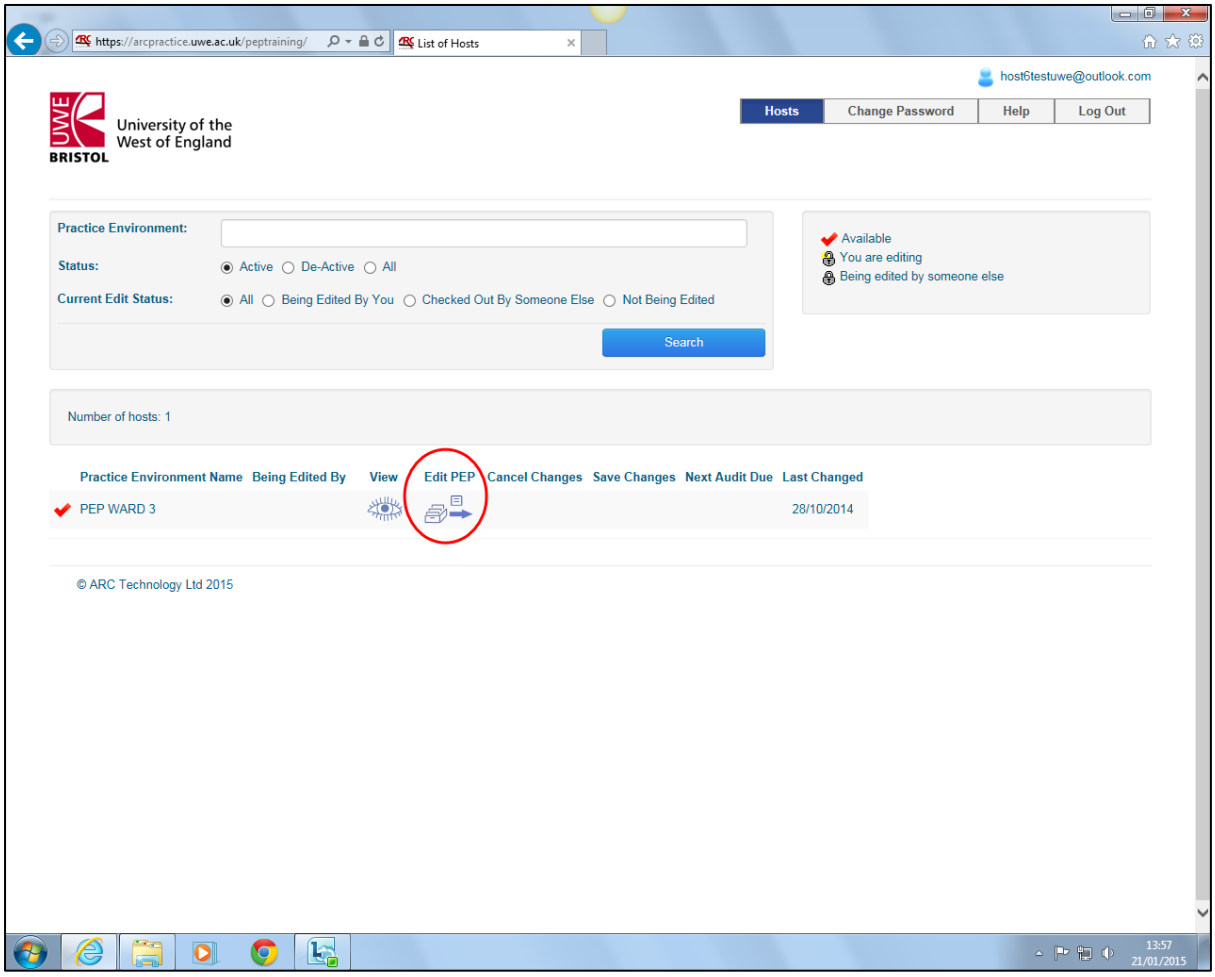
Editing and adding information

PEP users with Edit rights can both change existing profile data and add new information. To do this:

Log into PEP and go to the Hosts screen. In the Placement toolbar, click on the 'filing drawer' Edit icon (circled red in screen shot 10 below).

You will be taken to the Trust Info screen (screen shot 8 above) with additional toolbars and page tab screens.

Screen shot 10 – Hosts screen and Edit button



Navigate the PEP screens and fields to find the ones that you wish to amend, delete or add information to. Place your mouse cursor in a field and start typing, or copy and paste information from another document (see tips below). Information to be removed or changed can be highlighted and deleted or over-written.

See the section ARC PEP Content below for more detailed guidance on PEP screens and fields.

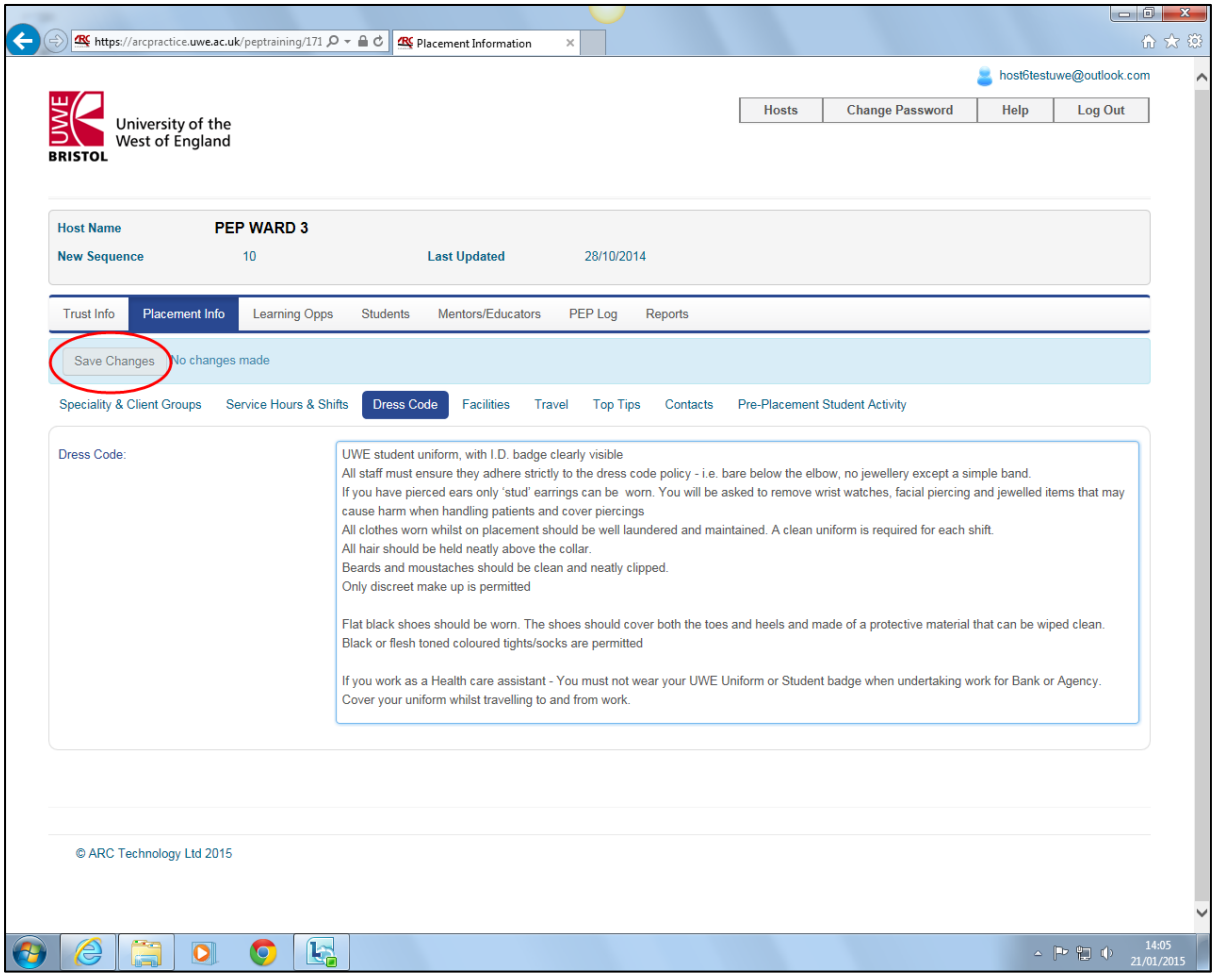
ⓘ See important section that follows on saving changes to both ARC PEP and ARC POW.

Saving changes in ARC PEP and transferring changes to ARC POW

You need to save changes made to your ARC PEP.

Refer to the example screen shot 11 below. After making changes in Edit mode click on the “Save changes” button, which will have a grey background, (as shown circled red in screen shot 11 below).

Screen shot 11 – Save changes to ARC PEP


https://arcpractice.uwe.ac.uk/peptraining/171
Placement Information
host6testuwe@outlook.com
Hosts
Change Password
Help
Log Out
University of the West of England
BRISTOL
Host Name
PEP WARD 3
New Sequence
10
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Save Changes
No changes made
Speciality & Client Groups
Service Hours & Shifts
Dress Code
Facilities
Travel
Top Tips
Contacts
Pre-Placement Student Activity
Dress Code:
UWE student uniform, with I.D. badge clearly visible
All staff must ensure they adhere strictly to the dress code policy - i.e. bare below the elbow, no jewellery except a simple band.
If you have pierced ears only 'stud' earrings can be worn. You will be asked to remove wrist watches, facial piercing and jewelled items that may cause harm when handling patients and cover piercings
All clothes worn whilst on placement should be well laundered and maintained. A clean uniform is required for each shift.
All hair should be held neatly above the collar.
Beards and moustaches should be clean and neatly clipped.
Only discreet make up is permitted
Flat black shoes should be worn. The shoes should cover both the toes and heels and made of a protective material that can be wiped clean.
Black or flesh toned coloured tights/socks are permitted
If you work as a Health care assistant - You must not wear your UWE Uniform or Student badge when undertaking work for Bank or Agency.
Cover your uniform whilst travelling to and from work.
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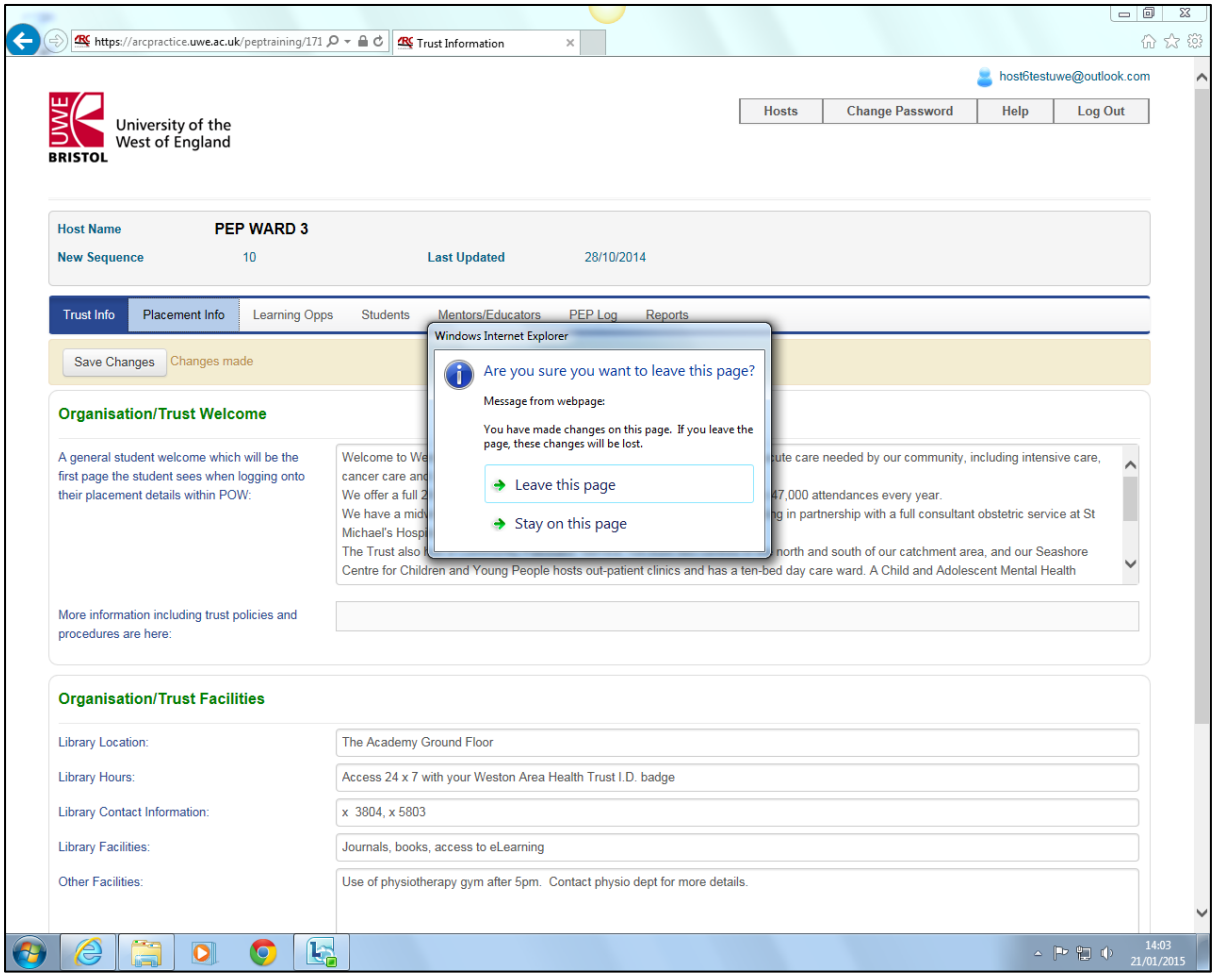
14:05
21/01/2015

You will very briefly see this message to the button's right hand side: "Changes made", which will have a brown background.

This message will disappear and a further message will briefly appear above the toolbar: "Placement information updated successfully", which will have a green background.

You must save changes in PEP each time you edit a field before you change screen. If you try to move to another screen without first saving changes then you will see a pop up reminder to save changes, as shown in screen shot 12 below:

Screen shot 12 – Save changes pop up screen reminder



ⓘ <u>Important note</u>

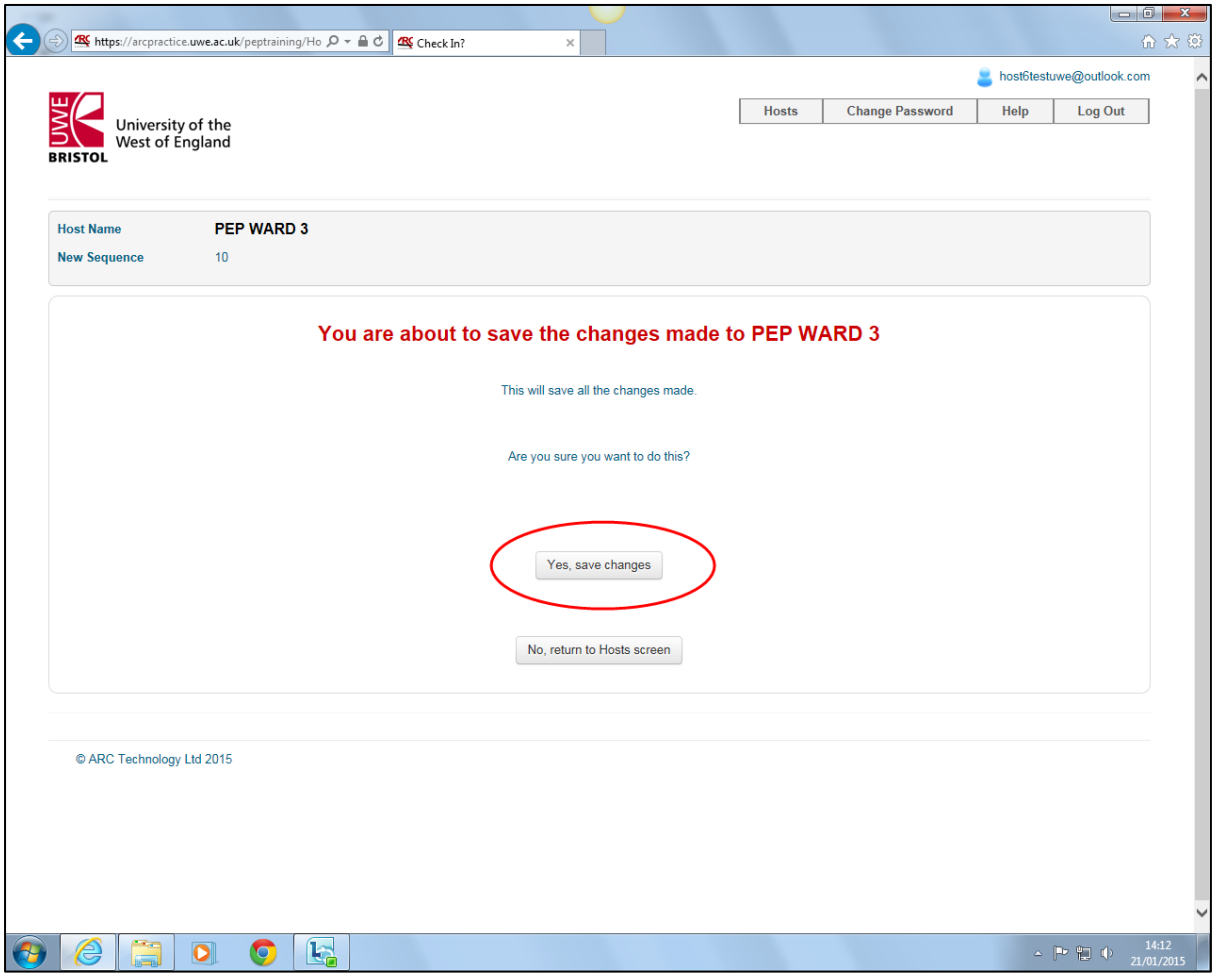
At this stage the saved changes only appear in ARC PEP but students and some other PEP users only see information in ARC POW, which is a separate but connected online web application. You must also save the changes using the following actions in order to make them permanent and transfer them from ARC PEP to ARC POW so that the students see the most up to date profile information:

After saving changes in PEP go to the PEP Hosts screen.

In the Placement toolbar, click on the Save Changes green filing drawer icon.

You will be given a further opportunity to decide if you want to save the changes or not. If you do, then click on “yes save changes” (see screen shot 13 below).

Screen shot 13 – Save changes confirmation screen



If you do <u>not</u> want to save the changes then:

In Edit mode go to the PEP Hosts screen.

In the Placement toolbar, click on the Cancel Changes filing drawer icon with a red cross.

A few tips before you update ARC PEP Content

- ⓘ Use concise and specific language to clearly communicate information, e.g. “The shift hours are Monday to Friday 07:00 to 16:00” rather than using terms like “earlys” and “lates”, which could vary from one placement to another.
- ⓘ It is important to click on ‘Log Off’ when you end a PEP session to avoid accidentally locking another PEP user out of being able to edit the PEP if you were in Edit mode when using PEP.
- ⓘ Ensure you return to the Hosts screen and click on the Save Changes green filing drawer icon before you log out of PEP so students will see the most up to date information as soon as possible.
- ⓘ Use the 24 hour clock to write time hours, e.g. “library opening times: Monday to Friday 09:00 to 16:30”.
- ⓘ Repeat text in two or more screens/fields to emphasise points and ensure skim readers don’t miss them, e.g. write advice about the dress code in both “Dress Code” and “Top Tips” screen fields.
- ⓘ Run Reports regularly to ensure the information used is the most up to date, e.g. a few days just before students are due to arrive on placement.
- ⓘ ARC PEP will not automatically check spelling or grammar. It may help to compose longer sentences or paragraphs in a word processor before copying and pasting text into the PEP screen field. Note that your internal IT systems may appear to check grammar or spelling but you will need to make corrections manually.
- ⓘ To reduce the need and responsibility to regularly monitor and update PEP information relating to external sources, signpost students and PEP users to other websites e.g. travel planning. Also avoid quoting specific costs, e.g. “Fee payable car parking is available on site”.

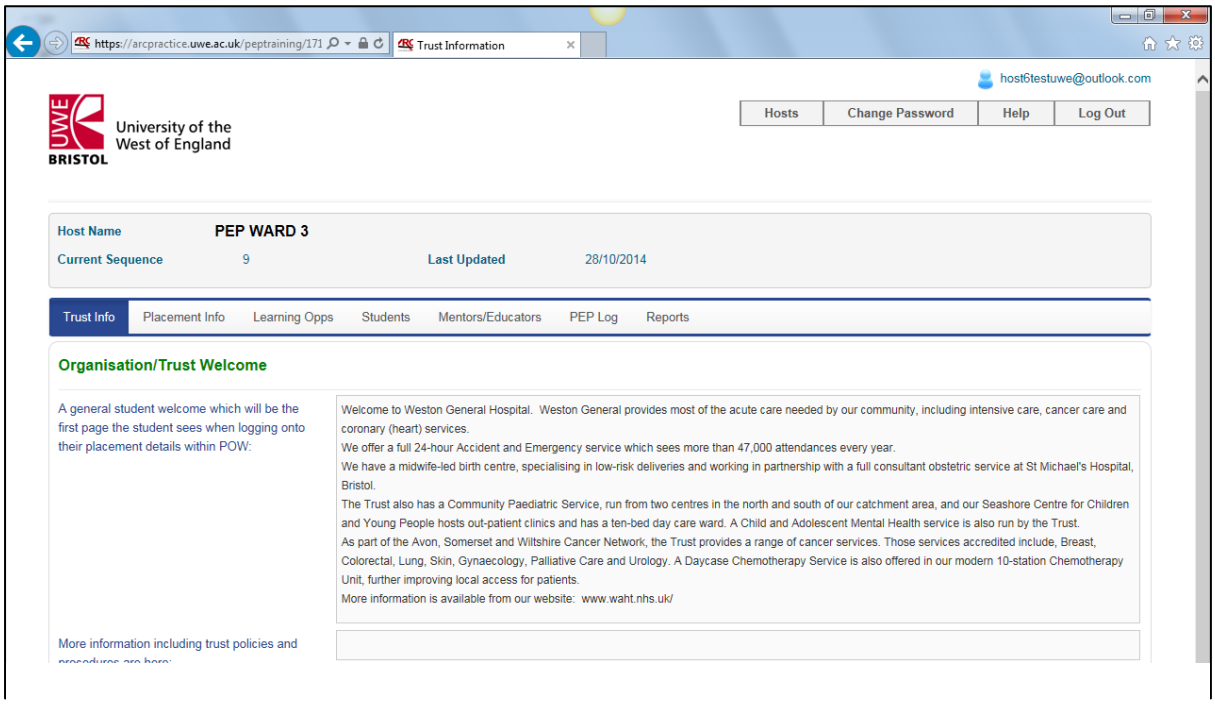
ARC PEP Content

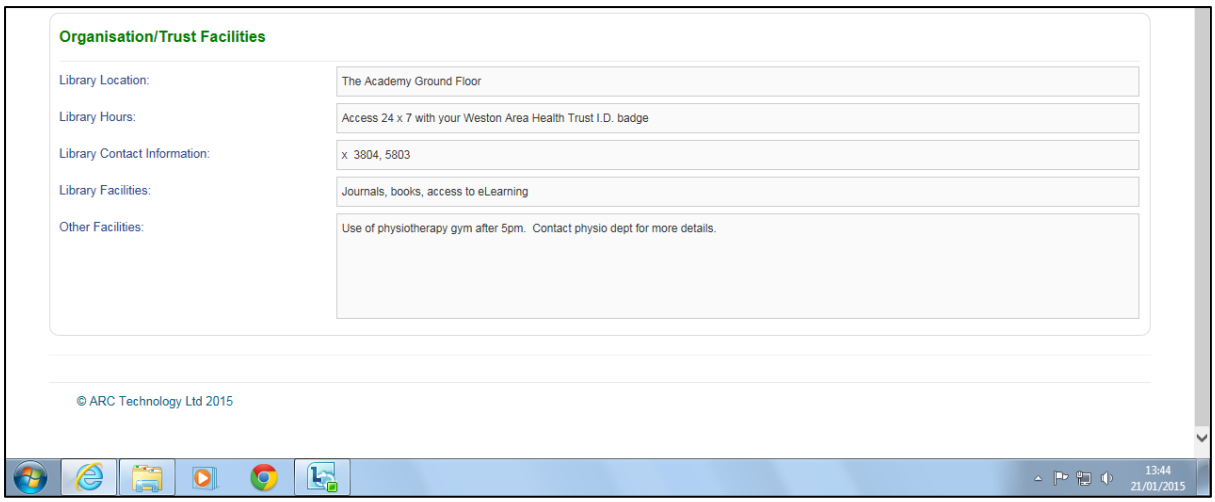
This section details the pages of information that make up the 'Placement Environment Profile' (PEP). You can use it to help navigate the PEP and obtain further guidance on how to best use each screen and field to provide quality information.

Guidance on completing each screen contains general advice and information, a screen shot, and examples of content information, though some information may not be relevant to your individual placement or Trust/organisation.

Please refer to the section above on editing information and saving changes.

Screen shot 14 - Trust Info


https://arcpractice.uwe.ac.uk/peptraining/171
Trust Information
host6testuwe@outlook.com
Hosts
Change Password
Help
Log Out
University of the West of England
BRISTOL
Host Name
PEP WARD 3
Current Sequence
9
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Organisation/Trust Welcome
A general student welcome which will be the first page the student sees when logging onto their placement details within POW:
Welcome to Weston General Hospital. Weston General provides most of the acute care needed by our community, including intensive care, cancer care and coronary (heart) services.
We offer a full 24-hour Accident and Emergency service which sees more than 47,000 attendances every year.
We have a midwife-led birth centre, specialising in low-risk deliveries and working in partnership with a full consultant obstetric service at St Michael's Hospital, Bristol.
The Trust also has a Community Paediatric Service, run from two centres in the north and south of our catchment area, and our Seashore Centre for Children and Young People hosts out-patient clinics and has a ten-bed day care ward. A Child and Adolescent Mental Health service is also run by the Trust.
As part of the Avon, Somerset and Wiltshire Cancer Network, the Trust provides a range of cancer services. Those services accredited include, Breast, Colorectal, Lung, Skin, Gynaecology, Palliative Care and Urology. A Daycase Chemotherapy Service is also offered in our modern 10-station Chemotherapy Unit, further improving local access for patients.
More information is available from our website: www.waht.nhs.uk/
More information including trust policies and


Organisation/Trust Facilities
Library Location:
The Academy Ground Floor
Library Hours:
Access 24 x 7 with your Weston Area Health Trust I.D. badge
Library Contact Information:
x 3804, 5803
Library Facilities:
Journals, books, access to eLearning
Other Facilities:
Use of physiotherapy gym after 5pm. Contact physio dept for more details.
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13:44
21/01/2015

1. Organisation/Trust Welcome

a) A general statement of welcome from the placement Trust or organisation. This could be taken from an existing Student Pack or provided by your Placement Education Facilitator to ensure consistency across placements within your Trust.

b) Web site or page hyperlinks could be included to signpost documents detailing appropriate specific Trust policies if helpful.

2. Organisation/Trust Facilities

a) Student access to library or learning facilities can be included. Such resources can be helpful for students to maximise their time while on placement with you.

b) Other facilities accessible to students can be detailed, e.g. on-site gym available.

<u>Examples</u>

Organisation/Trust Welcome

- Welcome to Our Trust Hospital. We provide most of the acute care needed by our community, including intensive care, cancer care and coronary (heart) services.
- We offer a full 24-hour Accident and Emergency service which sees more than 45,000 attendances every year.
- We have a midwife-led birth centre specialising in low-risk deliveries and working in partnership with a full consultant obstetric service at St Michael's Hospital, Bristol.
- The Trust also has a Community Paediatric Service run from two centres in the north and south of our catchment area, and our New Centre for Children and Young People hosts out-patient clinics and has a ten-bed day care ward. A Child and Adolescent Mental Health service is also run by the Trust.

- As part of the Avon, Somerset and Wiltshire Cancer Network, the Trust provides a range of cancer services. Those services accredited include, Breast, Colorectal, Lung, Skin, Gynecology, Palliative Care and Urology. A Day-Case Chemotherapy Service is also offered in our modern 10-station Chemotherapy Unit, further improving local access for patients.

- More information is available from our website: www.thistrust.nhs.uk

Organisation/Trust Facilities

Library Location

- Cabot Building

Library Hours

- 09:00 - 18:00 Monday - Friday; 10:00 - 16:00 Weekends.

Library Contact Information

- Name and telephone number.

Library Facilities

- On line resources. You need to register for a library card – please contact library reception.

Other Facilities

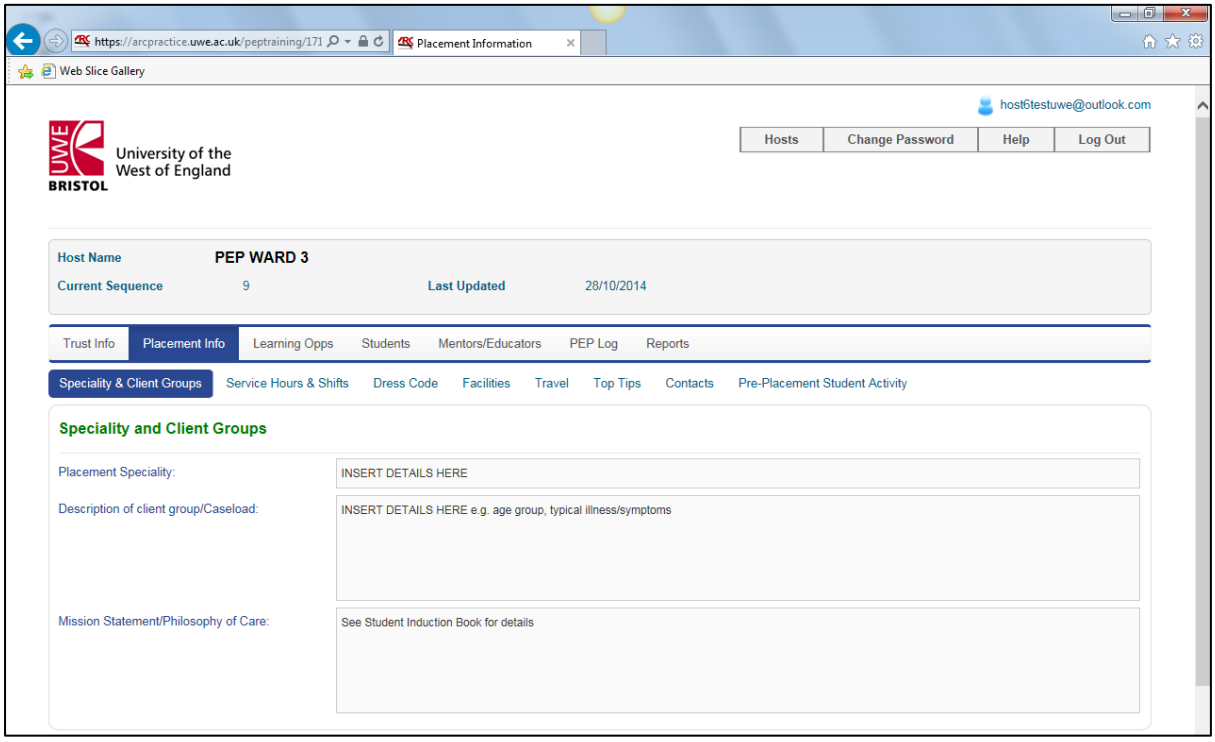
- Gym and pool within physiotherapy department after 18:00. Arrange via the physiotherapy reception, Zone 3 Chatterton House, level 1. Tel x 2657.

- We have an in house training department that offers some educational opportunities to students depending on their stage of training. The trust has many skilled clinicians who are mentor and sign off mentor trained as per NMC standards. These mentors are available to support you to get the most out of your clinical placements and to meet your competences.

Screen shot 15 - Placement Information

Speciality and Client Groups

Provide information to help students get a picture of the kind of practice based learning they will experience regarding the form of nursing or healthcare, and patient/client group.



1. Speciality and Client Groups

    a) Outline your placement speciality.

    b) Describe the patient/client group and any case-load where relevant to give students an idea of the client demographic and scope and scale of services you provide.

    c) A Mission Statement or Philosophy of Care can be added to help students understand how you provide services and care with regard to client needs or expectations, and so enforce your quality standards expectations.

2. Expectations

    a) Use these fields to directly communicate the quality standards that you and your placement expect of students and what they can expect from you.

    b) The standards you want students to meet.

    c) The standards that students can expect from you and your placement experience.

Examples

Placement speciality

- Intensive Care Unit; Respiratory diseases.

Client group

- 18+ years of age, complete range of respiratory problems admitted via A&E and by appointment.

Mission Statement or Philosophy of Care

- We aim to treat each patient, their families and carers as individuals, developing their care plan through consultation and in consideration of their wishes where appropriate.

Placement expectations of student

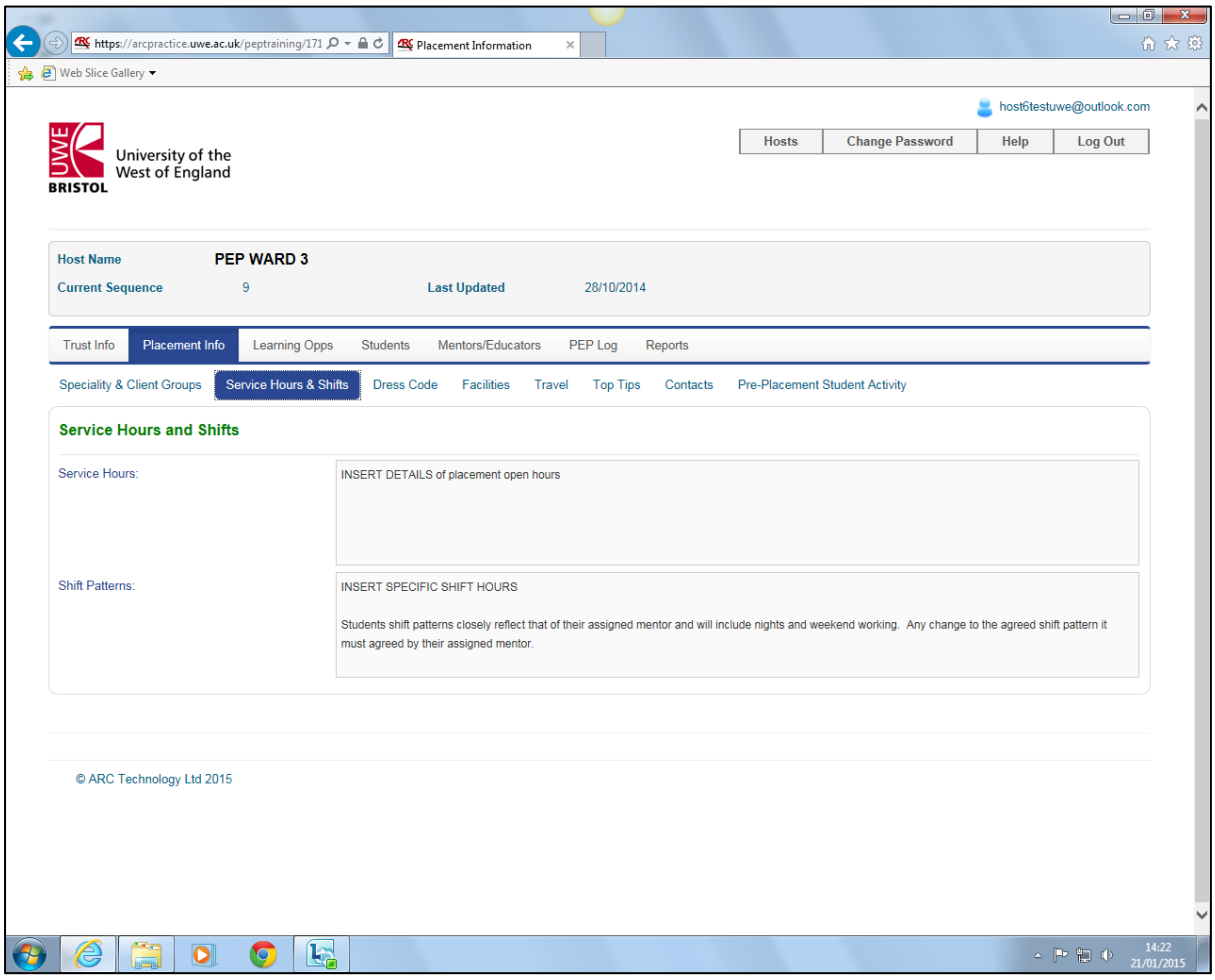
- Students can expect to be given at least one named qualified mentor for the duration of their placement.
- Final placement students will have a designated Sign-Off Mentor assigned to them.
- We expect high standards of professional behaviour from students at all times. Students will strike a healthy balance between their own learning needs and the essential needs of our service users. All verbal and non-verbal behaviour must convey compassion, professionalism and engender public confidence.
- Students are expected to display professional behaviours including punctuality, diplomacy, emotional intelligence during challenging situations and remember at all times that the service users needs always come first.
- It is essential that students organise their responsibilities outside of placement so that they can work a minimum of 40% with their mentor. This will at times include unsociable shift patterns. It is also expected that students will contact their placement two weeks before the start date to discuss arrangements for the first day of placement, dress code and any anxieties that they may have.
- Students will be 'supernumerary', i.e. considered additional staff; however they must be pro-active and take part in care delivery as part of the team in order to develop into the registered nurse role.

Student expectations of placement

- Students can expect to be given at least one named qualified mentor for the duration of their placement.
- Final placement students will have a designated Sign-Off Mentor assigned to them.

- Students can expect to be supported to be actively involved in care delivery in partnership with all members of the multidisciplinary team.
- Students can expect to spend 40% of their time each week with a qualified mentor.
- Students will have access to up to date and evidence based care pathways and plans and a variety of relevant teaching & learning materials.
- Students can expect to be warmly welcomed to their placement, to have a local induction and orientation and to be assigned a mentor/sign off mentor who is competent and confident enough to teach and assess against the NMC standards for pre-registration nurse education.
- Students will receive a range of learning opportunities and be sign-posted to other spoke placement opportunities. Initial, mid-point and final interviews will be negotiated with the mentor. Timely constructive feedback will be given to the student so that they can meet their learning objectives and action plan should they need to focus on any deficit areas.

Screen shot 16 - Service Hours and Shifts



3. Service Hours

    a) The service hours are the opening times that your patients/clients can access your services. These will likely differ to the shift hours, e.g. A&E services would be open "24/7", while a clinic could be open "Monday to Friday 09:30 to 16:30".

4. Shift Patterns

    a) You should set out the expected shift hours for at least the first week of the placement, even if you say that "further weekly shift hours will be provided on your first day".

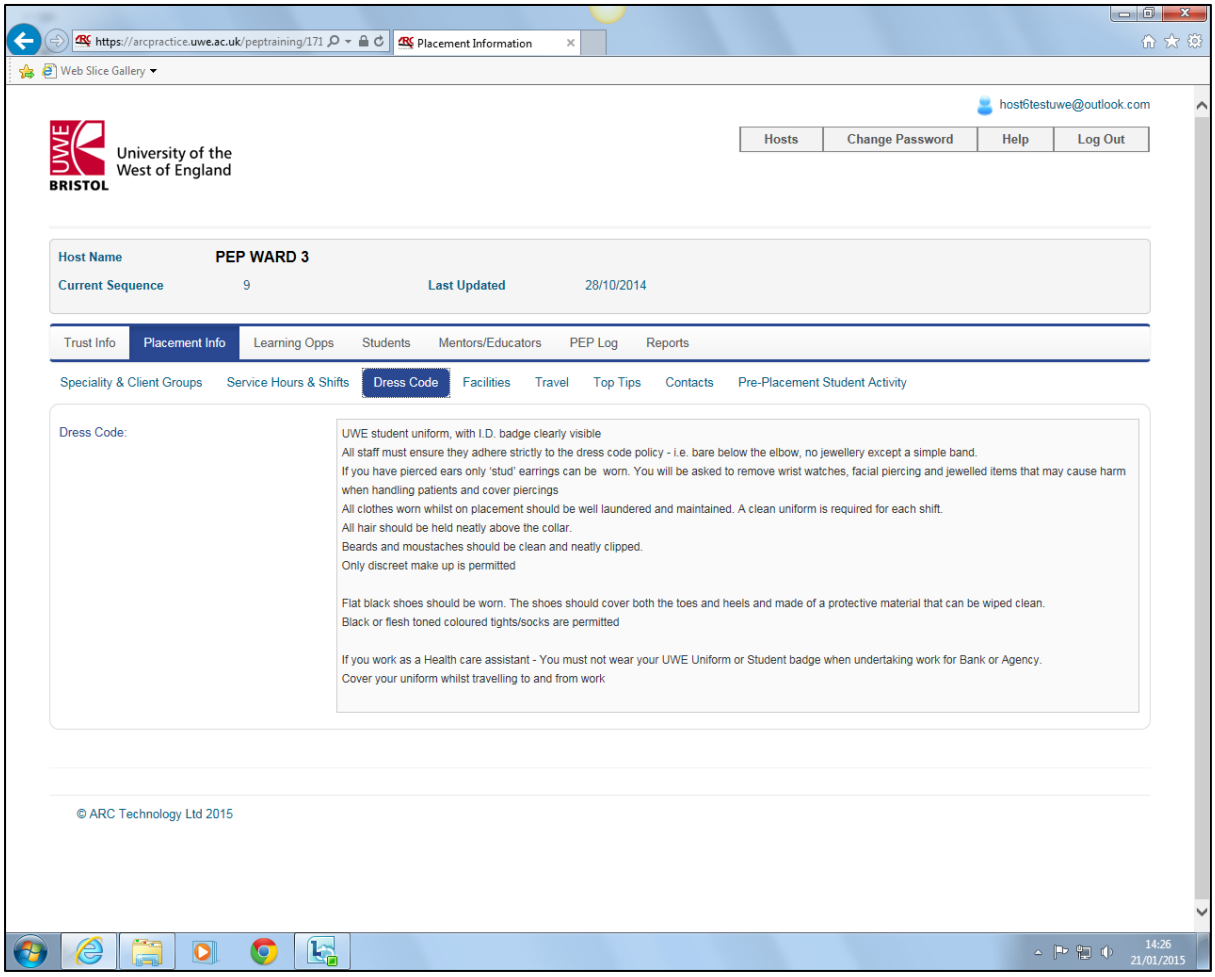
    b) Student hours are expected to mirror those of their mentors.

    c) It is a NMC requirement for students to undertake a range of shift patterns that reflect the real world experience once they qualify. They are required to work various hours during placements over the course of their degree including night and weekend shifts.

<u>Examples</u>

- The service hours are 08:30 to 17:30.
- In the first week of placement students work 09:00 to 17:00 hours Monday to Friday. Subsequently the patterns are 07:00 to 15:00 hours.
- Student shift patterns are formulated to closely reflect those of their designated mentor.
- All students will be expected to undertake a minimum of 4 night shifts during their 8 week placement as per NMC requirements, except NP1 students.

Screen shot 17 - Dress Code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Placement Information
Web Slice Gallery
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Hosts
Change Password
Help
Log Out
University of the West of England
BRISTOL
Host Name
PEP WARD 3
Current Sequence
9
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Speciality & Client Groups
Service Hours & Shifts
Dress Code
Facilities
Travel
Top Tips
Contacts
Pre-Placement Student Activity
Dress Code:
UWE student uniform, with I.D. badge clearly visible
All staff must ensure they adhere strictly to the dress code policy - i.e. bare below the elbow, no jewellery except a simple band.
If you have pierced ears only 'stud' earrings can be worn. You will be asked to remove wrist watches, facial piercing and jewelled items that may cause harm when handling patients and cover piercings
All clothes worn whilst on placement should be well laundered and maintained. A clean uniform is required for each shift.
All hair should be held neatly above the collar.
Beards and moustaches should be clean and neatly clipped.
Only discreet make up is permitted
Flat black shoes should be worn. The shoes should cover both the toes and heels and made of a protective material that can be wiped clean.
Black or flesh toned coloured tights/socks are permitted
If you work as a Health care assistant - You must not wear your UWE Uniform or Student badge when undertaking work for Bank or Agency.
Cover your uniform whilst travelling to and from work
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14:26
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5. Dress Code

    a) Wearing appropriate dress and being presentable enables students to start their placement in a professional way, represent their placement well with clients, ensure safe hygienic working, and avoid any unnecessary discussions.

    b) Set out your expected standards. Be clear and avoid general statements, e.g. 'smart-casual'. Instead define exactly what you mean and expect. You can refer students to: "Wear standard UWE uniform" if appropriate.

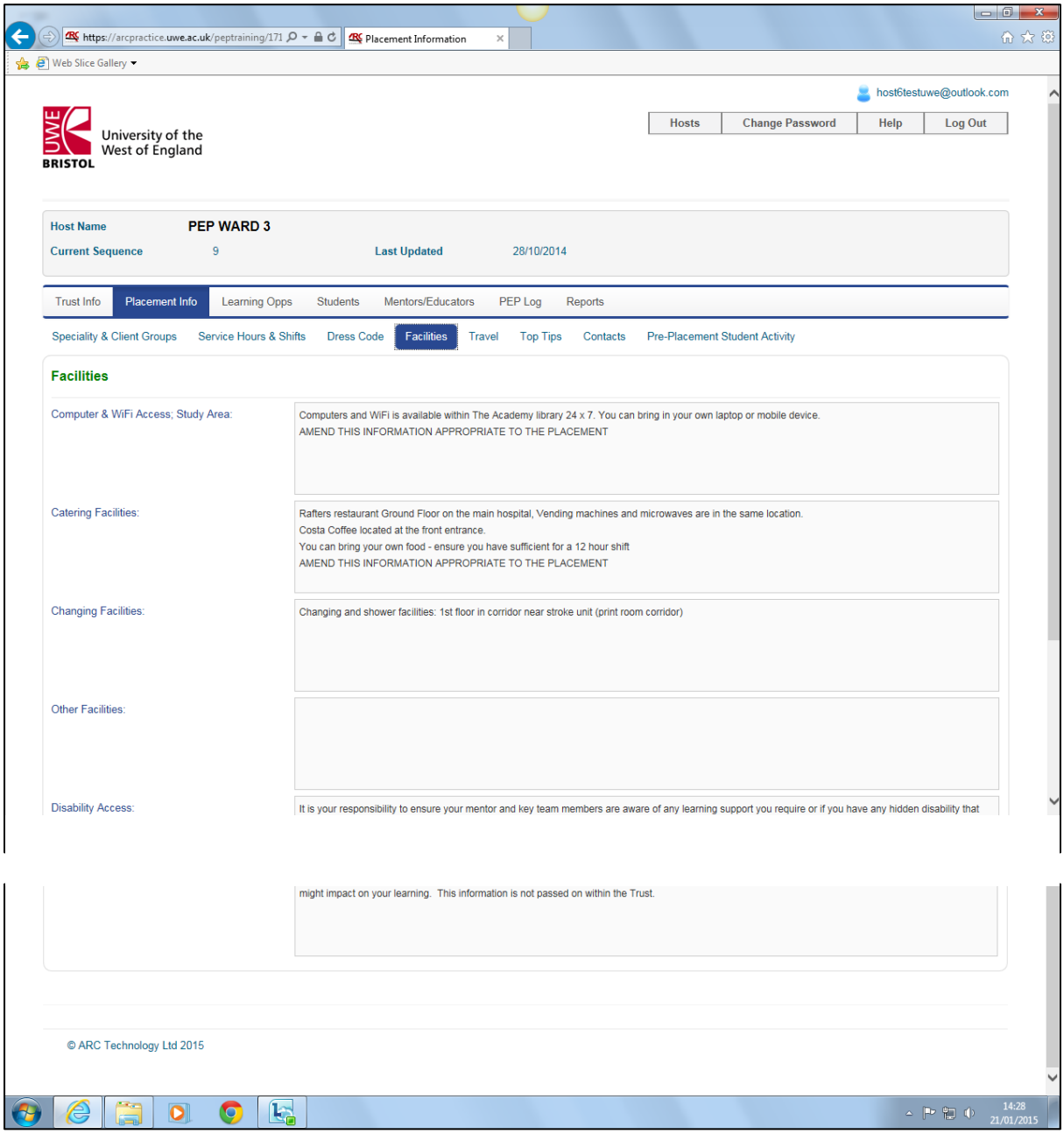
<u>Examples</u>

- Student Uniform with Student Identity badge clearly displayed as per UWE uniform policy. See details at: http://hsc.uwe.ac.uk/practicesupport/Data/Sites/1/uniformpolicydresscode2012.pdf
- New pair of theatre clogs will be provided at the start of the placement.

- Students must contact their placement two weeks before the start date and establish the dress code. Some areas wear uniform while other areas are 'smart casual'.
- Facial piercings are not permitted on grounds of health and safety, while earrings must be small studs only. False nails must not be worn because they are an infection control hazard and also are a barrier to giving effective personal care.
- Shoes must be flat with closed toes.
- No t-shirts with large printed logo's, no colourful trainers, blue jeans or revealing clothing that can be problematic with service users who are experiencing mental health problems and may be sexually inappropriate at times.
- Dress code is at times a contentious issue and many students like to express their individuality through their clothes. We ask you to consider the impact of your choice of clothes in the following scenarios:
    - A confused dementing elderly service user who will not accept that you are staff because you are not wearing uniform.
    - A family is complaining formally about standards of care and staff in the meeting is in very casual clothes.
    - A service user with a bipolar disorder is elated in mood and becomes verbally sexually disinhibited when around staff wearing revealing clothes.

Screen shot 18 - Facilities

Providing this information will help students to plan their placement time with you and focus on learning experiences and being helpful.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Placement Information
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Hosts
Change Password
Help
Log Out
Host Name
PEP WARD 3
Current Sequence
9
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Speciality & Client Groups
Service Hours & Shifts
Dress Code
Facilities
Travel
Top Tips
Contacts
Pre-Placement Student Activity
Facilities
Computer & WiFi Access; Study Area:
Computers and WiFi is available within The Academy library 24 x 7. You can bring in your own laptop or mobile device.
AMEND THIS INFORMATION APPROPRIATE TO THE PLACEMENT
Catering Facilities:
Rafters restaurant Ground Floor on the main hospital, Vending machines and microwaves are in the same location.
Costa Coffee located at the front entrance.
You can bring your own food - ensure you have sufficient for a 12 hour shift
AMEND THIS INFORMATION APPROPRIATE TO THE PLACEMENT
Changing Facilities:
Changing and shower facilities: 1st floor in corridor near stroke unit (print room corridor)
Other Facilities:
Disability Access:
It is your responsibility to ensure your mentor and key team members are aware of any learning support you require or if you have any hidden disability that
might impact on your learning. This information is not passed on within the Trust.
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14:28
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6. Computer and Wi-Fi access; Study Areas

    a) Any student access to such additional resources can be included here.

    b) Clearly state what your placement policy is on the use of mobile phones. Be consistent so that students can adopt the same policy and practices that you follow.

7. Catering Facilities

    a) Provide practical information to enable students plan their meal-times.

    b) Include any useful information on your placement culture and practices.

8. Changing Facilities

    a) Detail any shower or similar changing facilities. Information about lockers, e.g. £1 coin required, or if they are gender shared can be included.

9. Other Facilities

    a) Outline any other facilities that may support an enjoyable and effective placement opportunity, e.g. name of local gym within 10 minute walk.

10. Disability Access

    a) Some students may have an Access Plan to enable them undertake effective learning and participate in placement activities while overcoming or addressing any personal challenges, e.g. dyslexia. Use this field to clearly state that it is the responsibility of all students to inform you and appropriate staff relevant to their placement if there are any reasonable adjustments that could be made at their placement in line with their Access Plan meeting at UWE. Such disclosure should be treated as personal and confidential information.

    b) Also outline any facilities you have to address disability matters, e.g. wheel-chair accessible working environment.

<u>Examples</u>

Computer and Wi-Fi access; Study Areas

- Study Area: 2 computers available for personal use and study. Wi-Fi access in Study area only.
- Mobile phones are not permitted on wards, and can only be used during agreed break times in staff areas and outside.

Catering Facilities

- Restaurant/ Canteen next to Reception serves light meals 08:00 - 18:00. You can also bring your own food and eat there.
- There is a kitchen with fridge and microwave. Also a canteen 'Nourish' on level 4 where you can take your own food to eat if you wish. Ensure you bring enough food with you for a 12 hour shift and food put in the fridge is clearly labelled with your name and the date you leave it there. Any item unlabeled will be put in the bin by the cleaners.

Changing Facilities

- Separate staff changing room with showers available in Blue Wing. Ask your Mentor for the code to gain entry.

Other Facilities

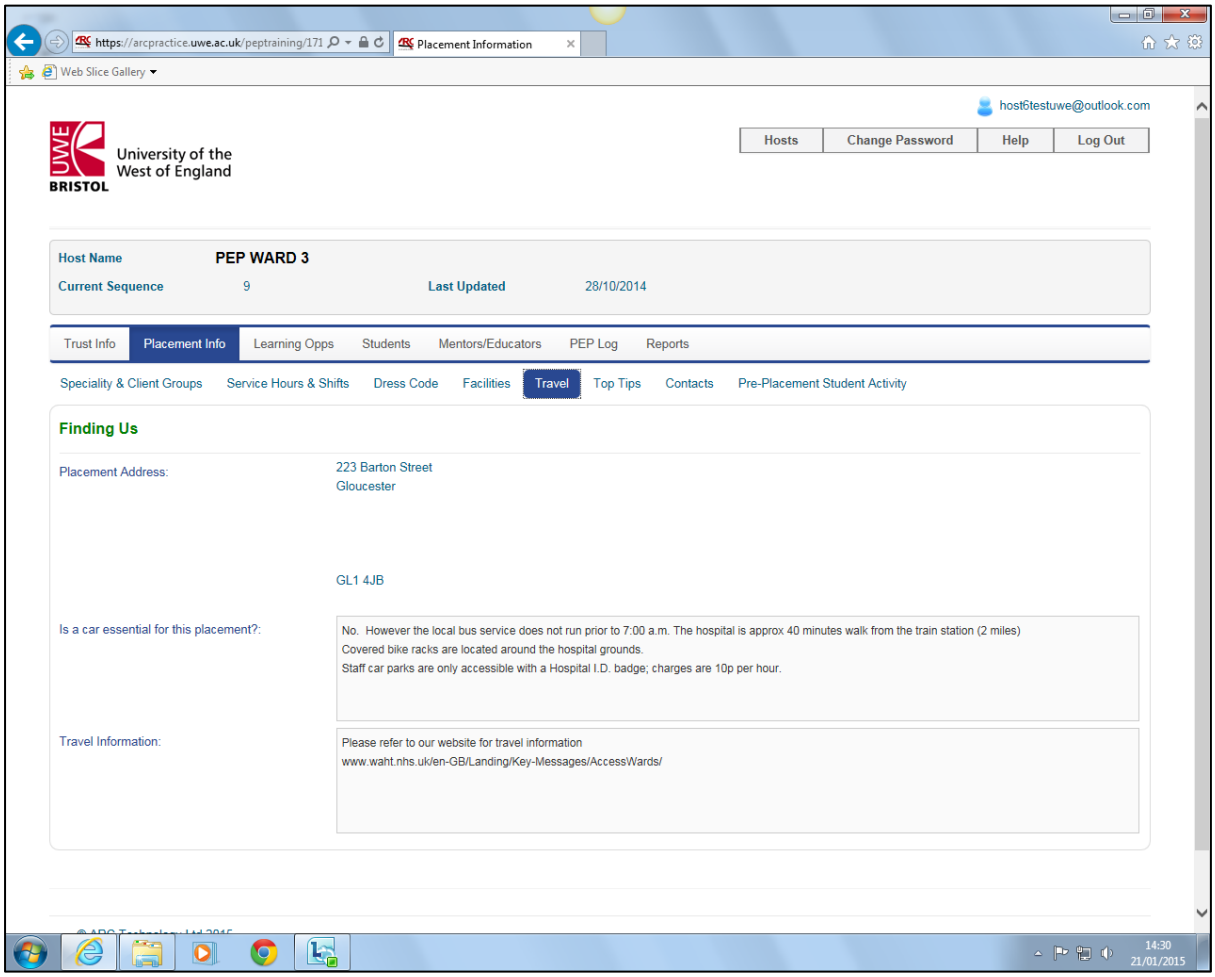
- Staff and meetings room. Shopping centre with lots of food and cafe outlets within walking distance.

Disability Access

- All wards are accessible to wheel chair users by lift and/or ramps.
- It is the student's responsibility to ensure their mentor and all other relevant team members are made aware of any access plans they have.

Screen shot 19 - Travel

Finding us



11. Placement address

    a) Detail the actual placement address in the first field (as opposed to the general Trust/Organisation head office address).

12. Is a car essential for this placement

    a) Most placements will not require personal student transport. However, some community-oriented placements require students to attend clients in their home settings. This may especially be the case for experienced students nearing completion of their course, and taking on greater levels of responsibility and their own case-load.

    b) Provide information appropriate to the placement demands and experience of the student expected to undertake the placement. UWE Bristol PPO Team allocation processes will seek to match student to placement. If a car is required then state this is the case, and outline other information such as allowance policies and insurance requirements.

    c) Other information can be included, such as the availability of bicycle racks and staff car parking arrangements.

13. Travel information

    a) If the placement is based in a particular building on a sprawling site then it would be helpful to clarify details, e.g. “Pink Ward, Somerset House, Building 8… etc.” Include advice here if you are aware of any problems with Satnav for car users, or known difficulties finding your placement building.

<u>Examples</u>

Placement address

- Building 9

  Our General Hospital

  Local Road

  County

  Post code

Is a car essential for this placement?

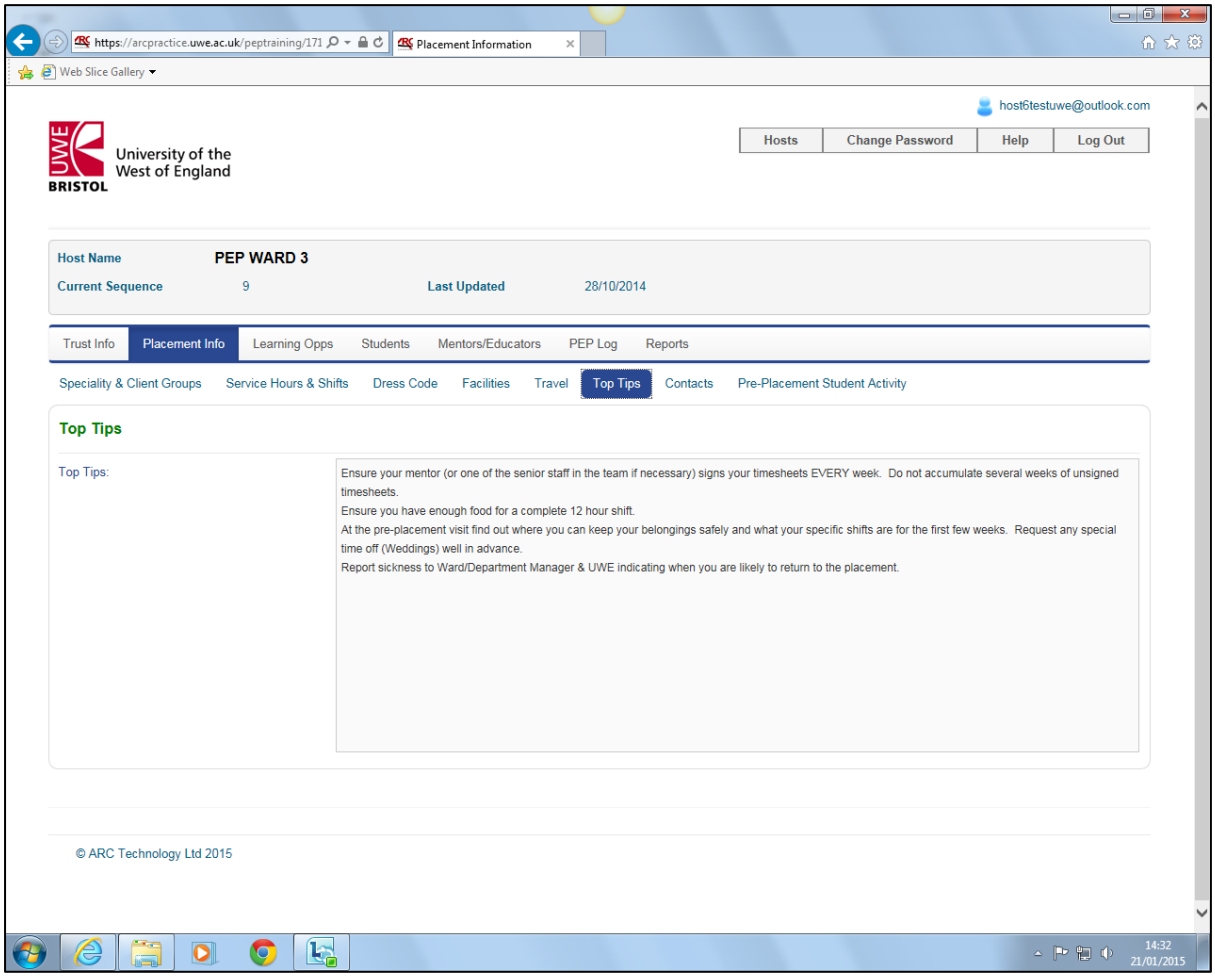
- You don't need a car for this placement. If you choose to drive be aware that local street parking is on meter fee only. Bicycle racks available in court yard; we have shower facilities and encourage staff to lift share where ever possible.

- No. However you are advised to check local bus services as they may not run prior to 7:00 a.m. The hospital is approximately 40 minutes walk from the train station (2 miles).

Travel information

- Please refer to our website for travel information: www.ourtrust.nhs.uk/travelinfo
- Please use postcode XXXX XXX if you intend travelling by car and using SATNAV as there can be problems using our actual postcode as written above.
- Staff car parks are only accessible with a Hospital I.D. badge; parking fees apply – please contact hospital reception on Tel: XXXX XXX XXXX for latest charges.

Screen shot 20 - Top Tips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Placement Information
Web Slice Gallery
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Hosts
Change Password
Help
Log Out
University of the West of England
BRISTOL
Host Name
PEP WARD 3
Current Sequence
9
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Speciality & Client Groups
Service Hours & Shifts
Dress Code
Facilities
Travel
Top Tips
Contacts
Pre-Placement Student Activity
Top Tips
Top Tips:
Ensure your mentor (or one of the senior staff in the team if necessary) signs your timesheets EVERY week. Do not accumulate several weeks of unsigned timesheets.
Ensure you have enough food for a complete 12 hour shift.
At the pre-placement visit find out where you can keep your belongings safely and what your specific shifts are for the first few weeks. Request any special time off (Weddings) well in advance.
Report sickness to Ward/Department Manager & UWE indicating when you are likely to return to the placement.
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14:32
21/01/2015

14. Top tips

a) Request students to contact you a period of time before their placement to arrange a pre-placement visit, and or to obtain a copy of your Student Pack.

b) Repeat information here that may emphasise that set out in other PEP fields.

c) Ask students a few days into their placement, and then after a few weeks, what they wish they had known when they started to identify useful things to include in Top Tips.

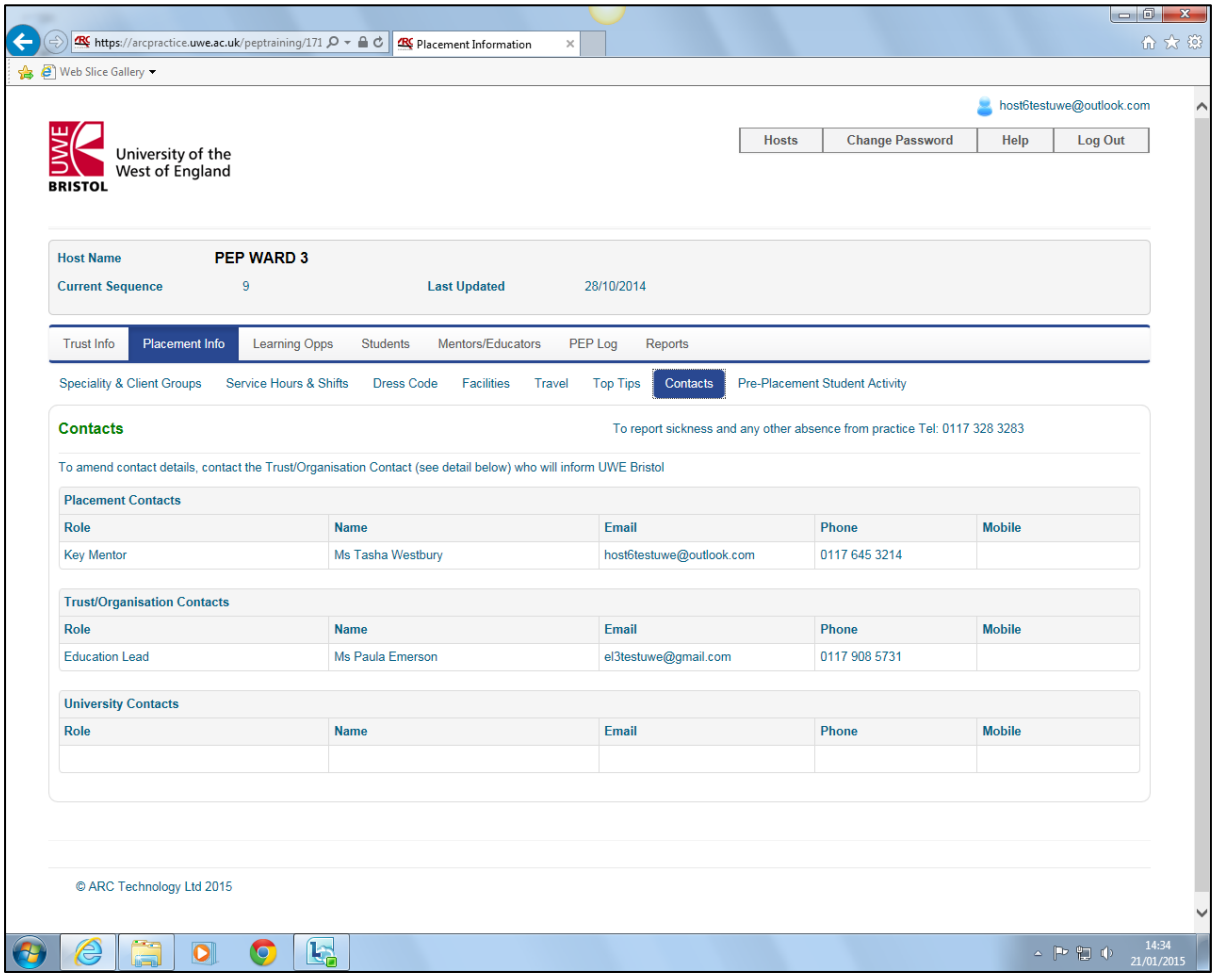
Examples

- Look smart and clean, and adhere to the dress code or you will be sent home to change.
- It is essential you contact the placement two weeks before you start to arrange a pre-placement visit where you can meet your mentor, collect a Student Pack, and help you prepare for your placement.
- Give the mentor your written suggestions on how we can improve our placement profile; we're very keen that students have all the information they need to make them feel confident from Day 1.
- Remember we're very much looking forward to welcoming you to our team.
- You will be informed of your shift pattern for the first 5 weeks at your pre-placement visit.
- Report sickness to Ward/Department Manager & UWE Bristol's Sickness Reporting phone-line (Tel: 0117 328 3283) indicating when you are likely to return to the placement.
- Ensure your mentor (or one of the senior staff in the team if necessary) signs your timesheets EVERY day. Do not accumulate several weeks of unsigned timesheets as you may have to redo a placement to demonstrate you have achieved the correct learning experience.
- Ensure you have or can buy enough food for a complete 12 hour shift.
- A new pair of theatre clogs will be provided at the start of the placement.
- Be kind, diplomatic and compassionate in your communication and behaviour with colleagues and service users.
- Our personal problems need to be left at home and we come to work to focus on the service users problems.
- Organise responsibilities outside of placement so that you can work alongside your mentor at least 40% of the time.
- Be keen, show interest, ask questions and take responsibility for driving your placement - this is adult learning.
- Your mentor respects the stress that you are under, so please respect the pressures that they are under and work hard in placement in partnership with your mentor to make the placement a success.
- Please escalate any concerns you have in placement at the time you are on placement to give us an opportunity to correct things. Evaluations post placement will help future

students but they will not help you. Escalating concerns in a professional and appropriate manner is a skill that we all have to learn.

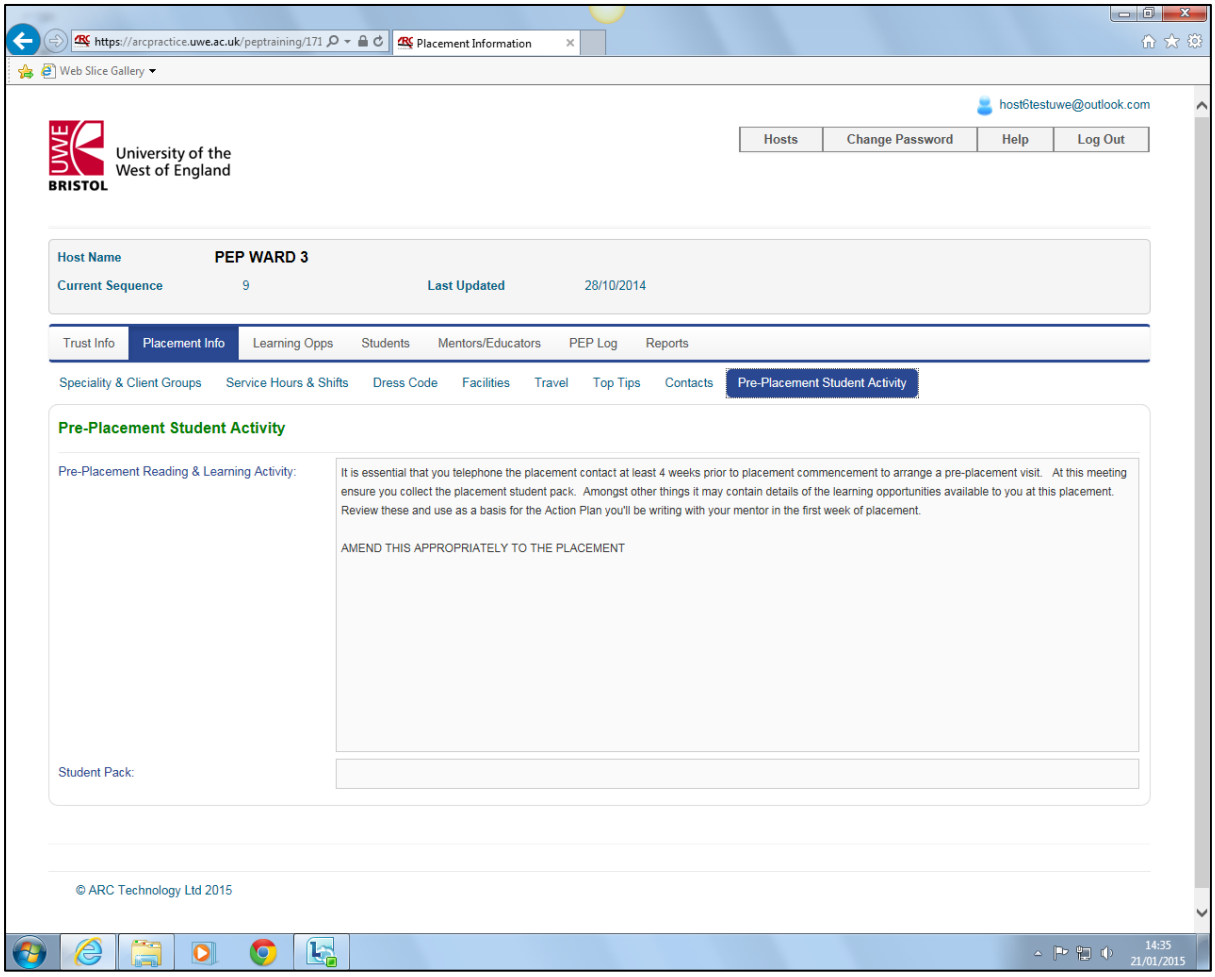
- Request any special time off (e.g. Wedding) well in advance.

Screen shot 21 - Contacts



15. Check the contact details are correct. If not then please contact your Placement Education Facilitator with details of any issues or discrepancies as only they can request changes.

Screen shot 22 - Pre-Placement Student Activity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Placement Information
Web Slice Gallery
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University of the West of England
BRISTOL
Hosts
Change Password
Help
Log Out
Host Name
PEP WARD 3
Current Sequence
9
Last Updated
28/10/2014
Trust Info
Placement Info
Learning Opps
Students
Mentors/Educators
PEP Log
Reports
Speciality & Client Groups
Service Hours & Shifts
Dress Code
Facilities
Travel
Top Tips
Contacts
Pre-Placement Student Activity
Pre-Placement Student Activity
Pre-Placement Reading & Learning Activity:
It is essential that you telephone the placement contact at least 4 weeks prior to placement commencement to arrange a pre-placement visit. At this meeting ensure you collect the placement student pack. Amongst other things it may contain details of the learning opportunities available to you at this placement. Review these and use as a basis for the Action Plan you'll be writing with your mentor in the first week of placement.
AMEND THIS APPROPRIATELY TO THE PLACEMENT
Student Pack:
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21/01/2015

Use this section to outline any specific activities that you want students to undertake prior to them starting their placement. It may be helpful to refer them to read resource(s) on your clinical speciality as it may be some time since they studied that area.

16. Pre-Placement Student Activity

    a) Set out any resources or other information that you want the student to read, e.g. specific regulations, policies, or clinical speciality related information. External web-site hyperlinks can be included to signpost students to resources.

    b) It can be very beneficial for students to visit their placement prior to formally starting. You can request they contact you prior to starting to arrange a pre-placement visit.

17. Student Pack

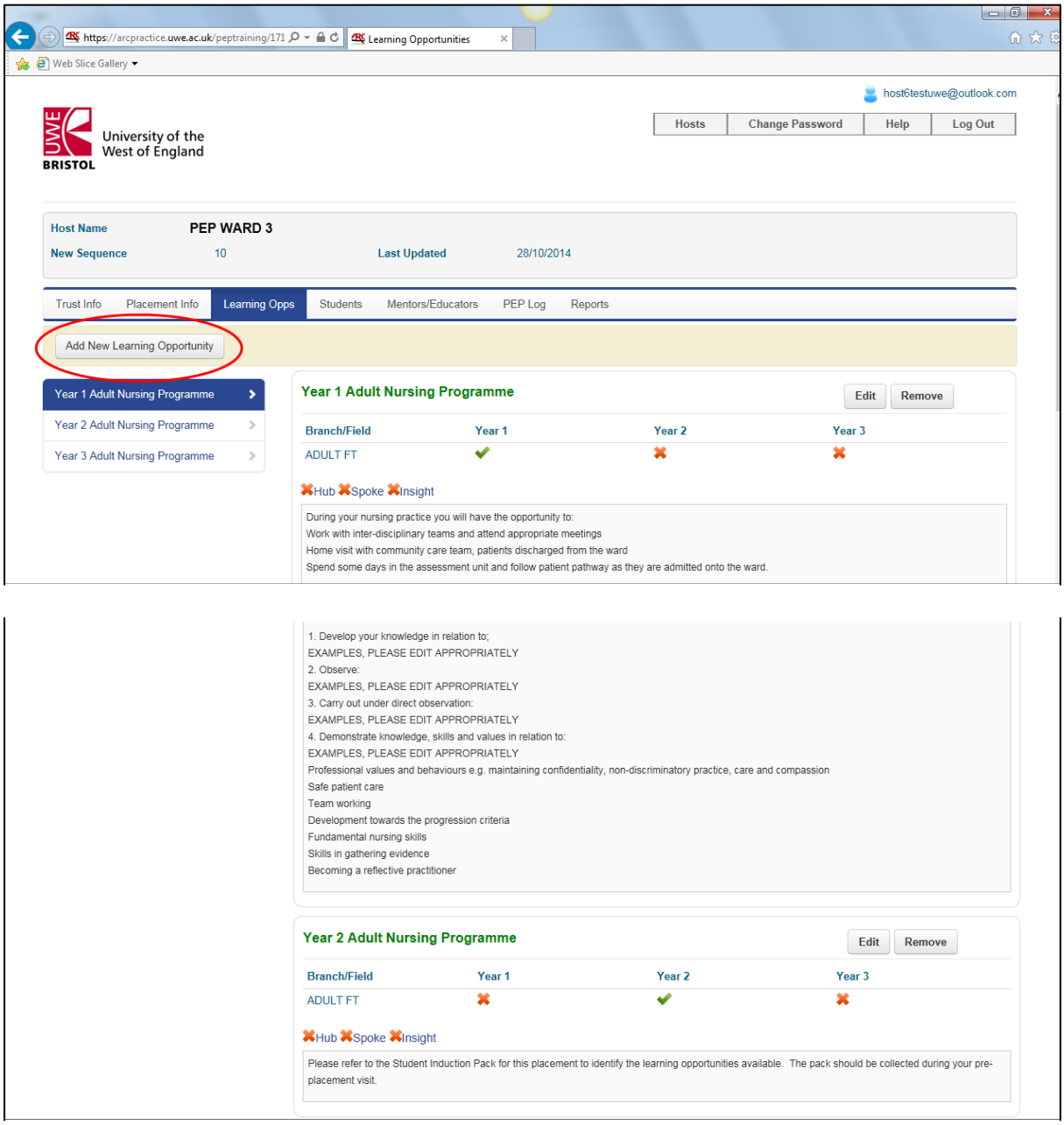
    a) If you have a Student Pack that could be collected at the time of a pre-placement visit then you can state that here.

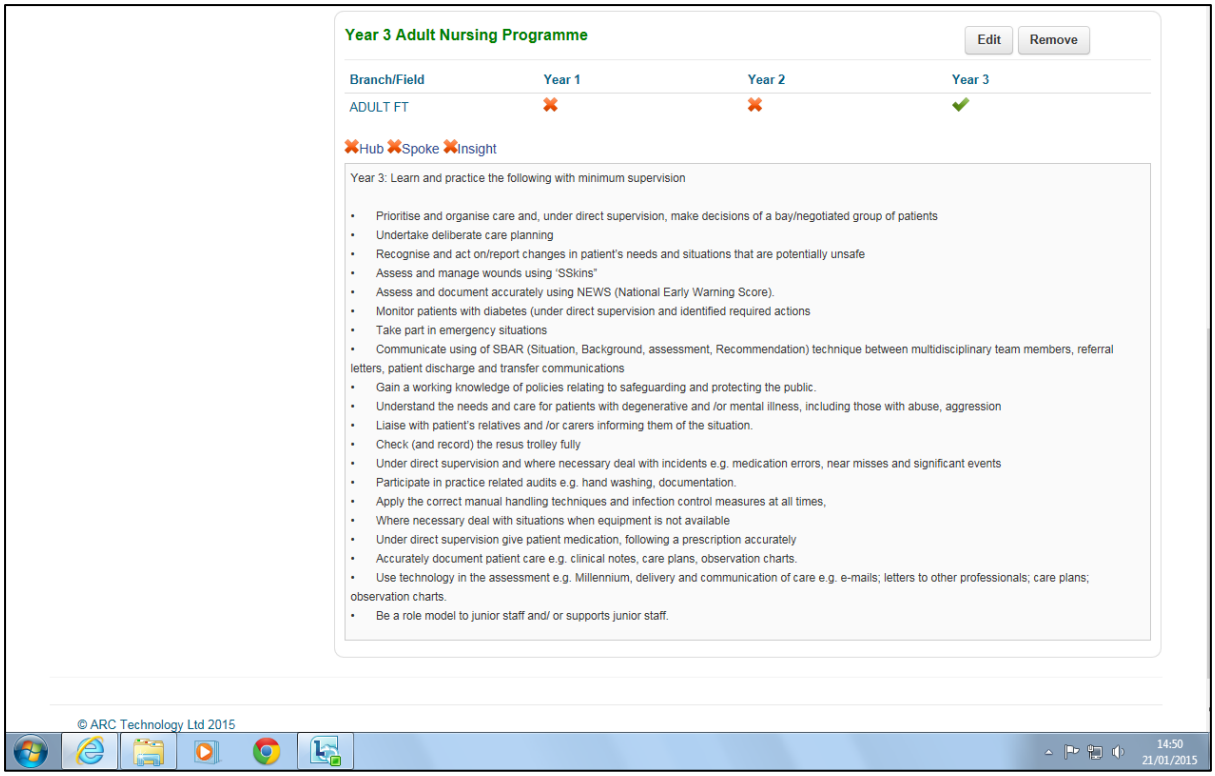
b) You can also email a copy of your Student Pack to the ARC PEP team via ARCPEP@uwe.ac.uk. They will place it on a secure server and insert a hyperlink to enable students to access it online.

Examples

- Ensure you telephone your mentor if known or the placement at least 4 weeks prior to starting placement to arrange a pre-placement visit. Request the Student Pack by email, read it and bring any questions you may have with you.
- The Student Pack contains details of the learning opportunities. Read these carefully and discuss them with your University Mentor prior to placement commencement. You will develop your learning action plan based on these options on Day 1 of your placement.
- You will be informed of your shift pattern for the first 5 weeks at your pre-placement visit
- Read the following journals and policies and be ready to answer questions on them.
    - www.coughsandsneezesf@trust.nhs.uk/diseases
    - www.appleaday@trust.nhs.uk/contaminationcontrol
- We are looking forward to meeting you and supporting your studies. We encourage you to ask questions, no matter how small they may appear, so that you can learn and perform tasks proficiently. We were all student nurses ourselves once and realise it can be challenging at times.

Screen shot 23 - Learning Opportunities




Year 3 Adult Nursing Programme
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Remove
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ADULT FT
Hub
Spoke
Insight
Year 3: Learn and practice the following with minimum supervision
Prioritise and organise care and, under direct supervision, make decisions of a bay/negotiated group of patients
Undertake deliberate care planning
Recognise and act on/report changes in patient's needs and situations that are potentially unsafe
Assess and manage wounds using 'SSkins"
Assess and document accurately using NEWS (National Early Warning Score).
Monitor patients with diabetes (under direct supervision and identified required actions
Take part in emergency situations
Communicate using of SBAR (Situation, Background, assessment, Recommendation) technique between multidisciplinary team members, referral letters, patient discharge and transfer communications
Gain a working knowledge of policies relating to safeguarding and protecting the public.
Understand the needs and care for patients with degenerative and /or mental illness, including those with abuse, aggression
Liaise with patient's relatives and /or carers informing them of the situation.
Check (and record) the resus trolley fully
Under direct supervision and where necessary deal with incidents e.g. medication errors, near misses and significant events
Participate in practice related audits e.g. hand washing, documentation.
Apply the correct manual handling techniques and infection control measures at all times,
Where necessary deal with situations when equipment is not available
Under direct supervision give patient medication, following a prescription accurately
Accurately document patient care e.g. clinical notes, care plans, observation charts.
Use technology in the assessment e.g. Millennium, delivery and communication of care e.g. e-mails; letters to other professionals; care plans; observation charts.
Be a role model to junior staff and/ or supports junior staff.
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Students benefit from knowing the breadth and depth of learning opportunities available to them on your placement. These may already be written in your Student Pack if you have one.

1. You can refer students to your Student Pack if appropriate. See 'Pre-Placement Student Activity' section immediately preceding this one.

    a) Type a name for your Learning Opportunities, e.g. "Adult Nursing", "Midwifery" etc.

    b) Under Description, type: "See Student Pack for details of learning opportunities".

2. Alternatively, you can add the Learning Opportunities to list them in ARC PEP.

    a) In Edit mode (see above) go to Placement Info and click on Add New Learning Opportunity (circled red in screen shot 23 above). This will take you to the Add New Learning Opportunity screen (see screen shot 24 below).

    b) Write a name for the new Learning Opportunity in the first field, e.g. "Adult Nursing".

    c) Under Description, enter the individual learning opportunities for a specific student year.

    d) Tick the Year box or boxes below that applies to your placement, e.g. Yr1, Yr2, Yr3.

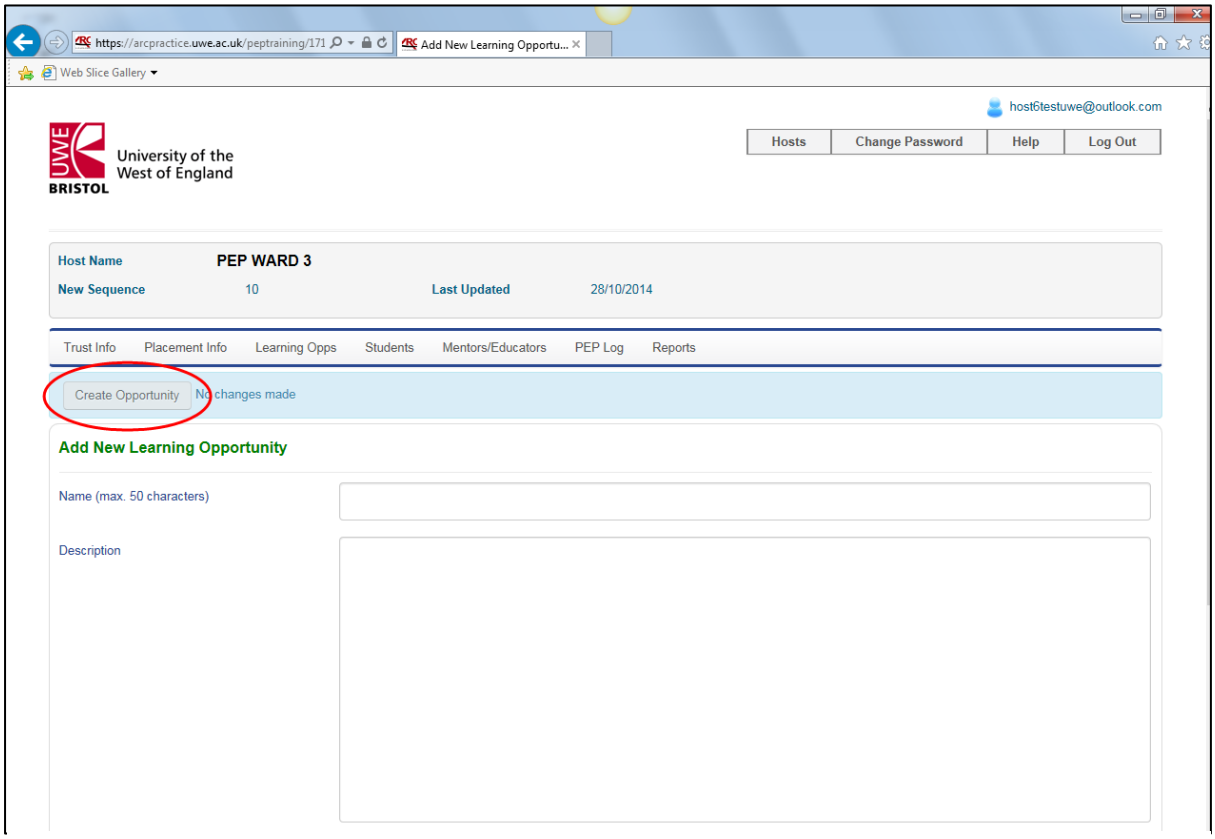
    e) Repeat the individual learning opportunities that correspond to each appropriate year.

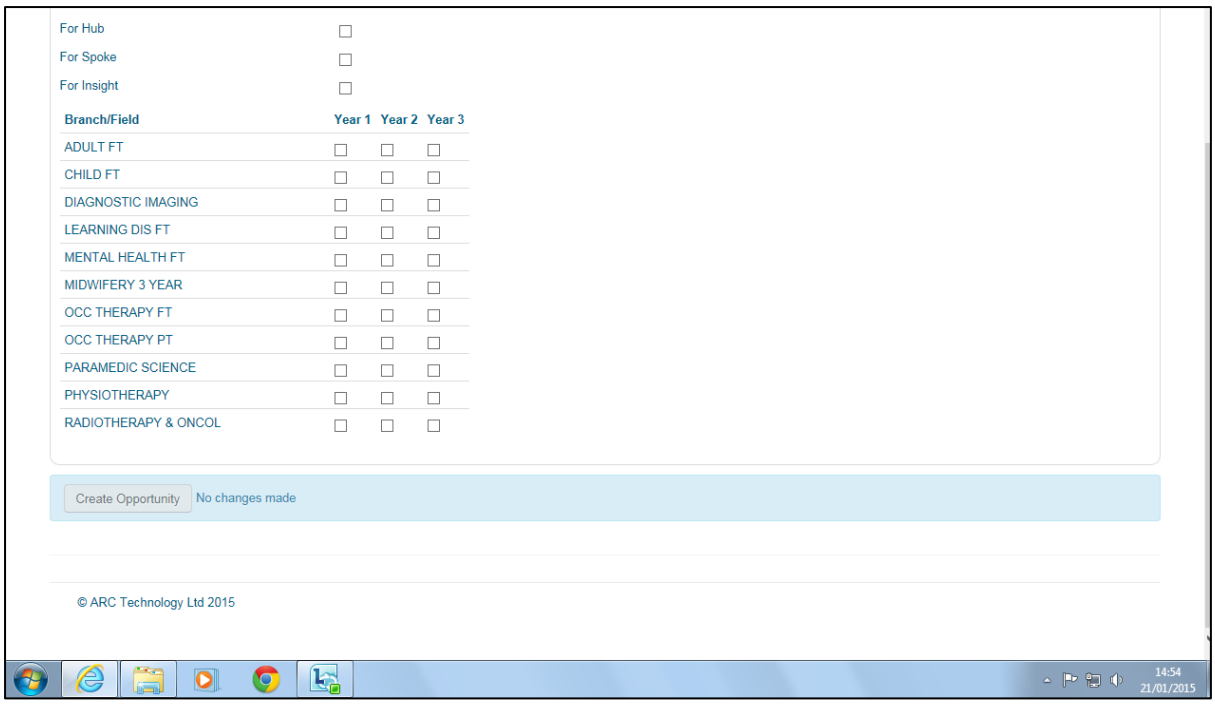
3. If your placement offers different Learning Opportunities in more than one setting, e.g. a GP Surgery and a separate specialist clinic, then you can tick the relevant names, e.g. Hub, Spoke

and or Insight. Please talk to your Trust/Organisation's Placement Education Facilitator if you have any queries regarding this.

a. Please note that the selections you make dictate what students are able to see – so if you tick 'hub' and 'adult, year 1', then only first year adult nursing students who are assigned to your area on a hub placement will be able to see that opportunity when viewing your PEP.

Screen shot 24 – Add New Learning Opportunity





ⓘ Important note

At this stage the saved changes (newly added or amended Learning Opportunities) only appear in ARC PEP but students and some other PEP users only see information in ARC POW, which is a separate but connected online web application. You must also save the changes using the following actions in order to make them permanent and transfer them from ARC PEP to ARC POW so that the students see the most up to date profile information:

After creating new Learning Opportunities or saving changes in PEP go to the PEP Hosts screen.

In the Placement toolbar, click on the Save Changes green filing drawer icon.

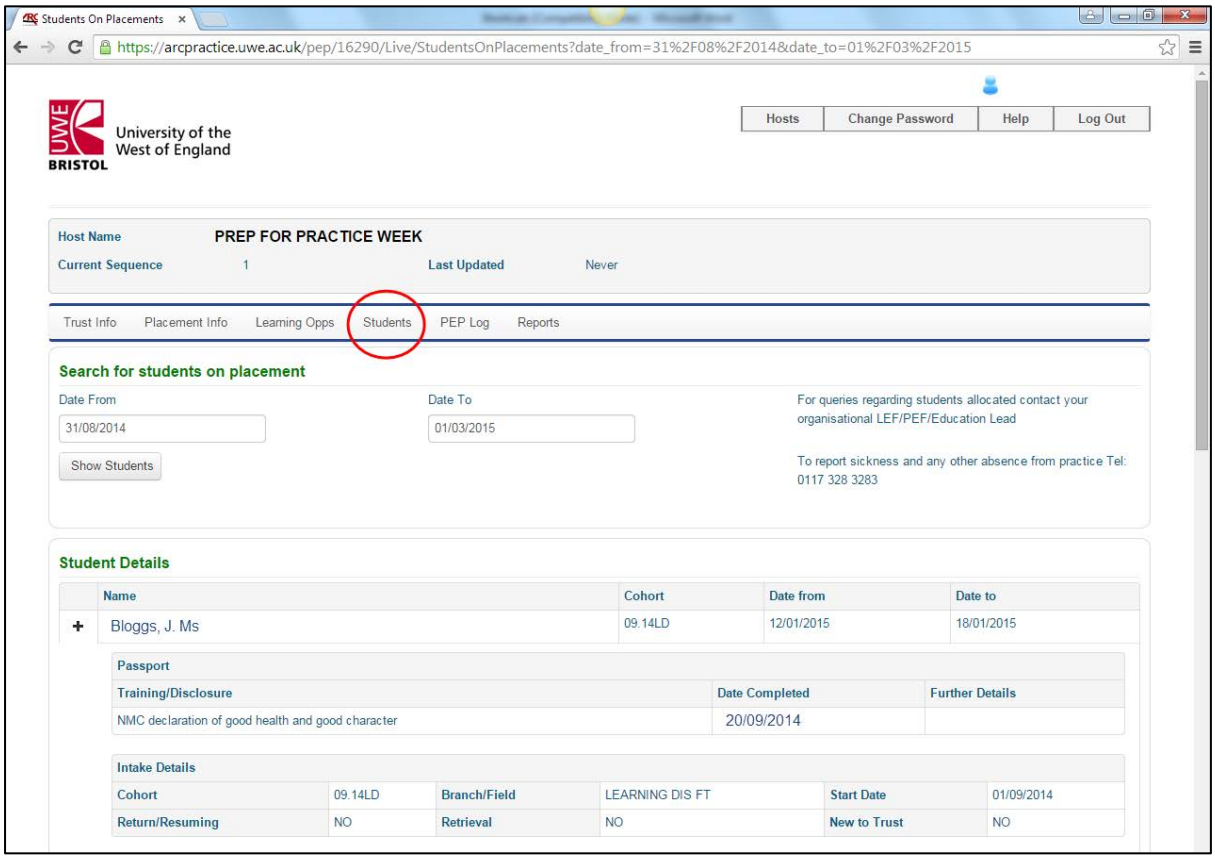
You will be given a further opportunity to decide if you want to save the changes or not. If you do, then click on “yes save changes” (see screen shot 13 above).

Screen shot 25 - Students

You can use this screen to search for students who have been on placement with you or have been allocated to come on placement with you in the near future. This section also provides important information on individual student's NMC Good Character and Health self declaration statements.

Use the date fields and calendar tool to define a search range by date. The calendar tool allows you to search for a date by clicking on the month and year to find another month or year, or finding a preceding or following date by using the left or right arrow keys. You must enter dates in the format: XX/XX/XXXX, e.g. 01/12/2014 to 31/01/2015. Click on the 'Search' button.

Provided there are students listed within your chosen date range search, you will see them listed as in the example screen shot below:



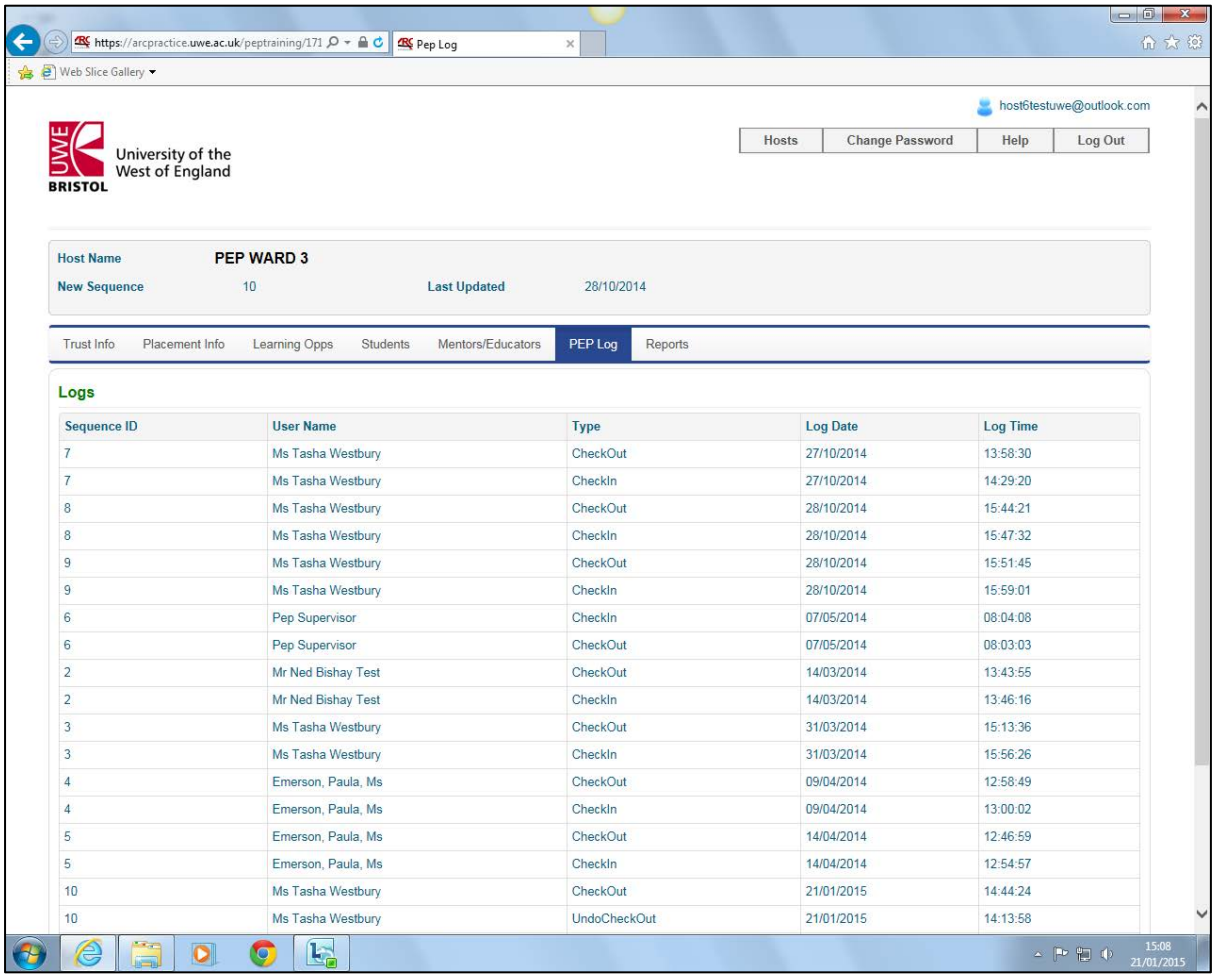
Under Passport in the Training Disclosure field you will find details of the student's NMC Good Character and Health self declaration statement. All students are required to sign this during years two and three of their training, and keep UWE Bristol and managers informed of any relevant changes. UWE monitors self declaration and can take appropriate action if issues arise with individual students.

A return/resuming student is one who has had to intermit their studies, e.g. because they had to take time out due to illness.

A retrieval student is one who has to undertake a further period of professional practice in order to acquire specific learning that they have not yet obtained through previous practice, usually for a short period of time.

A student who is new to your Trust or Organisation is one who has not previously undertaken a period of professional practice at the Trust, though they may have prior practice experience at another Trust. A 2nd or 3rd Year student who is new to your Trust may therefore still require an appropriate induction and orientation.

Screen shot 26 - PEP Log

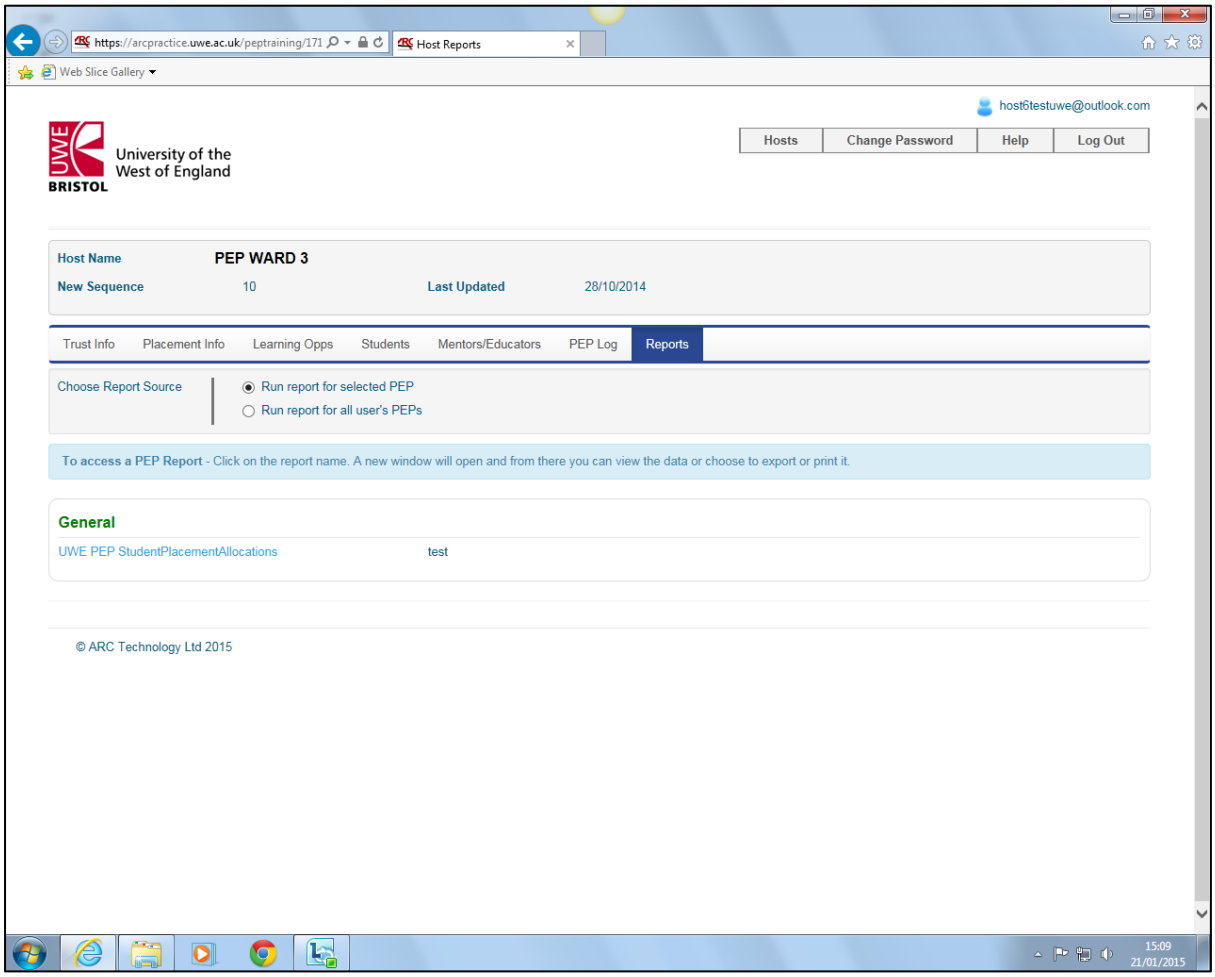


This PEP Log screen provides a list of people who have accessed your ARC PEP placement profile and selected Edit even if they have not made any changes, with corresponding dates.

The list will include UWE staff that help to maintain and develop PEP. It is UWE policy to limit access by UWE staff in the interests of Data Protection, and support ownership of placement information by Trust/Organisation PEP users.

You will also be able to see the date you last logged in to your PEP and selected Edit.

Screen shot 27 - Reports



Ten weeks prior to the date students are allocated to go on placement with you (mentors and placement managers), once your trust/organisation has 'gone live' you will be sent an e-mail alert that will direct you go to ARC PEP and view details of the students, which you can do either by:

- Using the date range search facility in the Students screen (see above).
- Running a report here.

Further information

FAQ

Q Can I copy and paste PEP information from one PEP/placement to another to save time and be consistent?

A Yes, but you can't edit two placements at the same time. Write text in the screen fields of one PEP and copy and paste them into a word processing document. Save changes to the open PEP before logging out. Open the second PEP and copy and paste the text from your word processing document into the screen/fields of the second PEP. Your Placement Education Facilitator may also be able to use a template to insert generic text relevant to several placement PEPs in your Trust/Organisation.

Q How do I ensure students and other PEP users see the most up to date information on their placement profile?

A Save changes both in ARC PEP and to transfer them to ARC POW, which is where students see the PEP information. See here for how to do this.

Q How do I make changes to placement contacts?

A Contact your Trust/Organisation Placement Education Facilitator with the details. They can contact the ARC PEP project team to request changes.

Q The core PEP details for my placement don't appear to be correct, e.g. the Placement name has changed. What do I do to change them?

A Contact your Trust/Organisation Placement Education Facilitator with the details. They can contact the ARC PEP project team to request changes.

Q What do I do if I forget my password?

A Type the live PEP url "arcpractice.uwe.ac.uk/pep" directly into your web browser's address bar and go to the log-in page. Click on the password reminder button. A new password will be sent to you at your work e-mail address. It is therefore important to keep our contact details for you up to date so please inform your Placement Education Facilitator if your work e-mail or telephone number(s) change ASAP.

Q How and where in PEP can I provide the students with information on transport relating to their placement?

A Go to the Placement Information tab page and click on the Travel screen. You can enter a variety of travel and transport information in the appropriate Travel screen fields by following the advice above.

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